

# **Avant Public School Board Policies & Employee Handbook 2016-2017**



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## Preface

This policy book is a collection of operating procedures based upon Oklahoma State Law and local Board of Education guidelines. Its purpose is to establish a more efficient educational plan for the collection and the patrons of Avant School district C-035.

Because the Federal government and the State of Oklahoma are constantly revising, eliminating and originating laws pertinent to schools, the Board of Education feels a responsibility to its employees and its patrons to try to maintain a policy book that is up-to-date on the law.

The Avant Public School system wishes always to support an open-door policy encouraging all persons interested in education, students, faculty, parents, administration, board, community at large, to feel free to sit down together and discuss any matters related to obtaining the best possible instruction for this area's youth.

Most of the items within this policy book do not contain the specific laws that dictate policy, but interested patrons should feel free to ask about the precedents for these policies and to become better aware of the dictates that the local board must follow.

All of us are interested in quality education for our youth, and in that interest this policy book has been created.

Avant Board of Education

# ARTICLE I

## SCHOOL DISTRICT C-035, AVANT, OKLAHOMA

### **SECTION A: RELATIONSHIP TO THE STATE EDUCATION SYSTEM**

Education is a function of the State of Oklahoma. The will of the people of this state concerning education is expressed in the constitution and in the statutes enacted by the legislature. To direct the local program of education, two types of agencies have been provided; a lay Board of Education and a professional administration.

The board acts with the authority granted it by the legislative statute; its powers, both stated and implied, enable it to act, within the law, in government of the school district. Although elected by the local community, the members of the lay Board of Education are state officers.

The professional administration is responsible to the Board of Education and it makes recommendations to said board in all matters of school policy and carries out established board policies.

### **SECTION B: EDUCATIONAL PHILOSOPHY OF THE BOARD OF EDUCATION**

1. The Board of Education has adopted the following set of statements as its philosophy for providing and maintaining an educational program for the children and youth of the community.
  - a. Public education is an institution established by the people to perpetuate and improve the American way of life
  - b. It shall be the educational purpose of this school to constantly improve the training of all boys and girls in mind and in character so each may develop his or her own unique talents, attitudes, and skills toward making satisfactory contributions to the welfare of both self and society
  - c. Each student shall be prepared scholastically to the best of his ability to meet the requirements of society today and in the future
  - d. Each student shall have the opportunity to develop an appreciation for literature, art, music, and nature through curricular offerings of this school
  - e. It shall be the intention of this school to promote healthy relations between the members of the student body, between the students and faculty, and between the school and community at all times
  - f. Every effort will be made to cause each student to develop a sense of responsibility and opportunity as a citizen of this community, state, and nation

## **SECTION C: OBJECTIVES OF EDUCATION**

The following have been adopted as the general objectives of this school. It is the hope of the board and the administration that the effort to achieve these objectives will result in the best possible education for students in this community. The Avant Public School System will strive:

1. To develop in children and youth an appropriate understanding of the physical, social, scientific, and economic world in which we live, and to assist them to use their energies and abilities in proper and effective ways
2. To encourage and stimulate the continuous growth in all students' abilities to think clearly, logically, and independently, and to know and master their own potentials as they exercise their wills in conscious regard for the rights of others
3. To develop a moral and ethical sense in each youth so that he/she will manifest self-control, honesty, fairness, justice, tolerance, courtesy, and kindness to others
4. To give each child and youth, insofar as his abilities permit, a sound understanding of the tools of learning and a firm knowledge of the skills of communication, reading, writing, and all other disciplines of scholarship offered in this school
5. To develop in students an appreciation of the aesthetic values of art and music and to offer the opportunity to increase their skills in each
6. To help pupils find their most productive roles in life, and to give them the necessary preparation for further education or vocational training
7. To provide, as far as possible, physical and health education for each child
8. To prepare each student psychologically and socially for a well-balanced and productive life

## ARTICLE II

### BOARD OF EDUCATION—ORGANIZATION

#### SECTION A: COMPOSITION OF THE BOARD OF EDUCATION

In conformity to the laws of the State of Oklahoma, the local board of Education shall consist of three (3) members, each serving a three-year term. One member's term shall expire each year and all members shall be elected at large.

The Osage County Election Board will conduct all school elections unless otherwise provided by law. Candidates for board membership shall file a notification and declaration of candidacy with the office of the Osage County Election Board as provided by state law. Annual elections held for the purpose of electing a member for the Board of Education will be held on the second Tuesday in February as provided by state law. The patrons of the district will vote on operational mills at this time. Each school must pass these mills in order to operate said school in that district.

#### SECTION B: OFFICERS OF THE BOARD OF EDUCATION

1. Officers

Officers of the Board of Education district CO-35, Avant, Oklahoma, shall consist of a president and vice president. The District Treasures/Encumbrance Clerk and the Minute Clerk/Activity Fund Custodian shall act as ex-officio members of the Board.

2. Loyalty Oath:

Before taking office each new member shall take the oath prescribed by law.

"I \_\_\_\_\_ (name of officer) hereby declare under oath that I will faithfully perform the duties of \_\_\_\_\_ (name of position held) of the Avant Board of Education, District CO-35, to the best of my ability, and that I will faithfully discharge all of the duties pertaining to said office and obey the Constitution and laws of the United States and Oklahoma."

3. Requirements for School Board Members

a. New board members must complete twelve (12) hours of instruction on educational issues within the first fifteen (15) months of election to office, or the board of education must declare that seat vacant. The hours may be earned at the New School Board Member Workshop offered by the State Department of Education or by attending workshops, seminars, or classes approved for new school board member credit by the State Department of Education.

b. Reelected School Board Members

Incumbents must complete six (6) hours of instruction emphasizing changes in school law within fifteen (15) months following reelection.

c. All School Board Members

In addition, all board members must complete continuing education requirements within the remainder of the term of office to be eligible for reelection. The number of credits required depends upon the term of office.

**SECTION C: DUTIES OF THE OFFICERS OF THE BOARD**

President:

The president shall serve as presiding officer and shall manage all routine work of the board, sign all contracts, sign all warrants authorized by the board, serve as spokesman of the board, and perform other duties delegated to him/her by state law or on board order.

Clerk:

It shall be the duty of the clerk to countersign all documents and warrants, and to perform such other duties as required by the Board of Education. The clerk shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board of Education. The clerk shall be the custodian of all the records, papers, office property, and the official seal of the school district.



# ARTICLE III

## BOARD OF EDUCATION—OPERATION

### SECTION A: MEETINGS OF THE BOARD OF EDUCATION

Regular Board meetings are scheduled through the end of the year and posted with the County Clerk. All changes to that schedule are also posted to the County Clerk, as well as posted locally; Special meetings may be called by the president or by a majority of the board, provided all members are notified of the meeting.

All meetings of the Board of Education shall be open to the public, and any regular meeting shall include an opportunity or time for the public to address the board, after having gone through proper channels.

In accordance with state law, Avant Board of Education may vote to meet in executive session for the following reasons:

1. To discuss the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any salaried employee or volunteer of the school district.
2. To discuss negotiations concerning employees and representatives of employee groups
3. To discuss the purchase or appraisal of real property
4. To discuss pending investigations, claims, or actions with the board's attorney
5. To hear evidence and discuss expulsion or suspension of a student, upon request by the student, his parent, attorney or legal guardian
6. To discuss the matters involving a specific child with a disability
7. To discuss issues which, if disclosed, would violate confidentiality requirements of state or federal law (such as student records)
8. To discuss the following
  - a. The investigation of a plan or scheme to commit an act of terrorism
  - b. Assessments of the vulnerability of government facilities or public improvements to an act of terrorism
  - c. Plans for deterrence or prevention of, or protection from an act of terrorism
  - d. Plans for response or remediation after an act of terrorism
  - e. Information technology of the District, but only if the discussion specifically identifies
  - f. Design or functional schematics that demonstrate the relationship or connections between devices or systems.
  - g. System configuration information
  - h. Security monitoring and response equipment, placement and configuration
  - i. Specific location or placement of systems, components, or devices
  - j. System identification numbers, names or connecting circuits
  - k. Business continuity and disaster planning, or response plans
  - l. Investigation information directly related to security penetrations or denial of services, or
  - m. The investigation of an act of terrorism that has already been committed.

For purposes of this section, “terrorism” means any act encompassed by the definitions set forth in Section 1268. 1 of Title 21 of the Oklahoma Statutes.

Also in compliance with state law, the board will convene in executive session only when an executive session is listed on the board’s agenda. The proposal for an executive session will contain sufficient information to advise the public that an executive session will be proposed, what will be discussed and what action may be taken on the matters discussed. The board may meet in executive session under “New Business” if the item considered appropriately fits under new business and is an appropriate subject for executive session.

The agenda items will state the provision of Section 307 of the law authorizing the executive session (for example, 25 O.S. Section 307 (B)(1)).

Any board vote pertaining to executive session will be taken in open session.

A majority of the board members shall constitute a quorum for the transaction of business. Each member and officer shall have one (1) vote. Voting shall be recorded by roll call.

The order of business shall be as follows

1. Call Meeting to Order
2. Pledge Allegiance To Flag
3. Roll Call
4. Approval of Agenda
5. Public Comment (individuals limited to three minutes unless approved by Board)
6. Consent Agenda Items
7. Regular Business
8. New Business
9. Superintendent’s Report
10. Executive Session (if needed)
11. Open Session to consider Executive Session items
12. Adjourn

## **SECTION B: WORKING PRINCIPLES AND PROCEDURES OF THE BOARD**

The most important function of the Board of Education is the formulation of educational policy. School board decisions set the course of education in a community for years to come. How well this is done depends in large measure upon the wisdom and care with which decisions are made.

Policies are a statement that set forth the purpose and describe in general terms the organization and program of a school system. They create a framework within which the superintendent and his/her staff can discharge their assigned duties with positive direction. A clear understanding between the school board on the one hand and the staff on the other hand concerning policy formation and policy execution is necessary if policies are to be effective.

It is of utmost importance for the good of the children in the schools that the Board of Education and the superintendent work in an atmosphere of mutual trust and good will.

The following joint statement formulated by the Board of Education and the superintendent is adopted for agreement on working relationships.

The Board of Education will establish such policies for the conduct and administration of the schools as are prescribed by law and such other policies as may be deemed advisable and have them prepared in such form that all concerned will be aware of them.

The Board of Education will select a superintendent who shall be the head of the school system and be directly responsible to the board for the total administration of the school. The board will vest in him/her the necessary authority and provide him/her with appropriate personnel to carry out such administration.

The Board of Education will endeavor to give counsel and advice to the superintendent regarding the administration of the school, as it deems necessary or expedient.

The Board of Education will require of the superintendent such periodic reports, as the board deems necessary to keep it properly advised on the administration of the school district.

The Board of Education will expect recommendations for the welfare of the district from the superintendent.

The Board of Education will require the superintendent's attendance at all board meetings except at times when his/her own employment may be under consideration, or by mutual consent and authorization of the board.

The Board of Education will employ, promote, suspend, or dismiss personnel only after due consideration of the recommendation of the superintendent, and will issue all orders affecting employees through the superintendent of the school.

The Board of Education will endeavor to develop ways and means of serving the community and of keeping parents, patrons, and taxpayers informed of the school program.

The Board of Education will be responsible for thoroughly and constructively orienting new board members into the work of the board and the educational program of the school.

The Board of Education is the final authority on any issue that is not resolved through regular administrative channels and the effect upon the welfare of the students will be the basic and all-important criterion for any decision.

School board members will not attempt to solve problems nor answer complaints that require administrative decision-making. They will direct the complaint to the proper school official.

# ARTICLE IV

## ADMINISTRATION

### SECTION A: SUPERINTENDENT OF SCHOOLS

1. The superintendent of schools is the chief executive officer of the Board of Education and has charge of the administration of the school under the board's direction. His/her paramount responsibility is to improve the educational opportunities for the boys and girls in his/her school district. This is done by obtaining the best personnel, both certified and support, who can be attracted to the district, and by providing in-service training that will further improve the performance of these personnel in their respective duties.
2. It is also expected that the superintendent will represent the district in time of legislative action affecting the district, act as the primary liaison between the school and community, be active in administrative organizations, and be abreast of all the problems facing the district in terms of finance, organization, new programs, rules, regulations, and laws pertaining to his/her school district.
3. In order to meet the multiple responsibilities of his/her position, the superintendent will establish office hours and a working schedule to meet the demands of the job. In order to accomplish the goals of the school, he/she shall carry out specific duties such as the following:
  - a. Exercise general supervision of the operation of the school
  - b. Supervise the administration of all school board policies
  - c. Attend all meetings of the Board of Education and participate in deliberations without the privilege of presenting, seconding, or voting on motions
  - d. Prepare, under the direction of the board the agenda for all board meetings
  - e. Report regularly to the Board of Education as requested on budget, staff, pupil population, school plant needs, and other school problems so the board members are adequately informed.
  - f. Assist the board in evaluating the effectiveness of all areas of the school program
  - g. Recommend for board consideration new policies or revisions of previously adopted policies.
  - h. Recommend to the board the election of professional staff members for both original employment and re-hiring with all his/recommendations made on the basis of selecting the best person available for the position to be filled.
  - i. Assign professional staff members to specific positions and re-assign them as conditions warrant
  - j. Recommend to the Board of Education the dismissal or suspension of all staff members whose personal conduct or ineffectiveness in his/her position makes continued employment contrary to the best interest of the school children
  - k. Prepare general budget for the operation of the school and present it to the board for approval
  - l. Administer the budget in keeping with board policy
  - m. Inform the patrons and the taxpayers of the school district about the school program in a frequent and accurate manner

- n. Complete necessary financial reports to the Oklahoma State Department of Education
- o. Serve as purchasing agent for the school district
- p. Prepare the necessary applications for participation in the various federal programs
- q. Direct the evaluation of all programs and make the reports that are necessary as a part of these programs
- r. Prepare a school calendar, with the help of the principal, and present it to the board for approval in April
- s. Prepare and maintain salary schedule guides for all personnel
- t. Approve all requisitions for equipment, material, and supplies before such is ordered or purchased
- u. Prepare routes for busses considering mileage, riding time, conditions of roads, and pupil loads to provide the most feasible and economical transportation plan for board approval
- v. Approve the use of school facilities and equipment by non-school groups
- w. Communicate all school regulations or directives to school personnel that are established by the Board of Education
- x. Resolve student-teacher and school-community problems, if possible, which have not been resolved through the normal procedures of the principal.
- y. Make decisions regarding routine matters which have not been provided for in the policies of the Board of Education

Be it Resolved that the superintendent of Schools of Avant ISD#35 is hereby designated as the authorized representative of this school district for the purpose of completing and signing insurance applications, uninsured motorist election/rejection forms, submitting proof of loss forms, and generally dealing with any and all insurance carriers providing insurance coverage to this school district.

The above resolution was adopted at a duly called meeting of the Board of Education of School district #35 in Osage County, Oklahoma on the 8<sup>th</sup> day of April, 2008.

Date: \_\_\_\_\_

Board Clerk

## **SECTION B: SCHOOL PRINCIPAL (S)**

The school principalship is a key position in education leadership. The chief school administrator who has received his authority from the Board of Education delegates the authority of the principal to him/her.

The primary function of the principal is to provide leadership that will encourage the staff, the community, and the students to work together toward the goal of an excellent school program. The major responsibilities of the school principal can be divided into the following categories:

1. Managing the school:

2. Providing leadership in evaluating the effectiveness of the total school program and of each discipline
3. Working with the staff to determine what supplies and equipment are needed
4. Making provisions for adequate records concerning the staff, pupils, supplies, equipment, and facilities
5. Selecting and developing personnel by:
  - a. Actively participating in staff selection and training
  - b. Working with the superintendent and staff in developing, implementing, and administering school policies
  - c. Helping the staff with its professional problems
  - d. Providing for orientation of new staff members
6. Working with the community by:
  - a. Encouraging community participation in the life of the school
  - b. Encouraging community understanding of the school system
7. The principal(s) shall perform the following duties:
  - a. Supervise, direct, and evaluate the work of all personnel
  - b. Exercise general supervision over the school grounds, equipment, and buildings and communicate any needs to the custodian.
  - c. Administer the approved policies of the Board of Education
  - d. Direct the administering of corporal punishment
  - e. Suspend pupils for flagrant violations of school regulations and send written notice of inappropriate actions to parents
  - f. Approve all social affairs given in the name of the school that involve students
  - g. Communicate and interpret school policies and practices to students, parents, and the public
  - h. Prepare accurate reports of attendance and prepare cumulative records and attendance registers as is required by State law
  - i. Assist the superintendent in the preparation of the school calendar
  - j. Insure that all classes observe school hours and do not dismiss early
  - k. Provide for supervision of students in the cafeteria
  - l. Assign personnel to playground duty and to hall duty for the noon period and the period preceding school each morning
  - m. Be responsible for knowing that all school groups meeting at school or away from school are properly sponsored
  - n. Cause an accurate inventory of equipment and supplies to be kept
  - o. Be responsible for the proper enrollment of students

# ARTICLE V

## CERTIFIED STAFF

### SECTION A: PROFESSIONAL GROWTH AND DEVELOPMENT

1. Graduate Work
  - a. Each teacher is encouraged to do graduate work in areas that will strengthen his/her teaching background. See the section on staff development.
2. Professional Meetings
  - a. Teachers will be expected to attend professional meetings for which school is dismissed.

### SECTION B: LEAVE

1. Sick Leave
  - a. A total of ten (10) days sick leave with no loss of salary will be available to each full time member of the certified staff each year, accumulative to sixty (60) days. Certified staff teaching other than full time will receive a pro-rata portion of the ten days that is equal to the portion of the days taught.
  - b. Supervisors should regularly monitor and manage all of the sick leave used by employees in accordance with the following guidelines.
    - i. Use of Sick Leave Where No Abuse Has Occurred.
      1. Supervisors should monitor the amount of sick leave used by employees and should review sick leave usage for individual employees when use exceeds six (6) separate instances in a fixed twelve (12) month period.
        - a. Instances shall include: All actual sick leave used as well as other types of leave used in lieu of sick leave (e.g. same-day vacation leave requested in lieu of sick leave, leave without pay taken for sick leave reasons). Instances shall not include: Any FMLA qualifying time or time taken for prescheduled doctor's appointments, bereavement leave, workers compensation, or sick leave used in conjunction with the birth or adoption of a child or for the period of time that a doctor certifies a female employee unable to work because of pregnancy This standard does not define excessive use, but rather the point at which the supervisor should begin to consider #2 below.
      2. Recognizing Sick Leave Use Problems
        - a. If an employee meets the standard set out in #1 above, the supervisor needs to consider the following factors to identify sick leave use problems:
          - i. The frequency of and the reasons for sick leave use. (Absences necessitated by chronic long-term

illnesses/disabilities may require different considerations than casual, intermittent absences.)

- ii. The employee's unused sick leave balance.
- iii. The impact of the employee's absences on the workplace. (e.g., disruptions in work schedules, overtime costs, incomplete projects).

3. Responding To Sick Leave Problems

- a. If the supervisor determines a problem exists then the supervisor shall:
  - i. Counsel the employee on his/her use of sick leave.
  - ii. Investigate possible alternative arrangements for the employee (e.g., part-time work schedules, disability leaves of absence), if appropriate.
- b. Document all of these actions.
  - i. If the above methods are unsuccessful, a supervisor should consider the effect that the sick leave use has on the employee's performance and the operations of the employer. Discipline may be taken on the basis of the absences affecting the employee's performance, or the operations of the employer, and may be taken even when the reasons for sick leave use have been legitimate.

c. Sick Leave Abuse

- i. Abuse of sick leave is defined as the use of sick leave for purposes other than those in this policy and/or excessive use of sick leave.
  - 1. Supervisors should periodically analyze attendance records for evidence of possible abuse (e.g., patterns of absences on Fridays/Mondays, seasonal absences, absences when a vacation request has been denied).
  - 2. Sick leave should be denied when there is evidence or reason to believe abuse has occurred until or unless the employee provides satisfactory evidence of legitimate use of sick leave. Where a supervisor has reason to suspect that an employee is abusing sick leave the supervisor may require the employee to provide doctor's statements for a fixed duration to verify legitimate use of sick leave.
  - 3. Discipline may be enforced (to include suspension without pay or termination) for employees abusing sick leave.
  - 4. Employees who miss 3 days or more consecutively, must present to the superintendent a Doctor's note to explain the employees illness or injury.

- d. Employees will not be compensated for unused sick leave accumulated beyond the 60-day mark. However, sick leave will be documented up to 120 days for retirement purposes. Employees will not be compensated for unused sick leave upon their retirement, resignation, or termination of employment, but accumulated days will be documented for possible transferal to future places of employment.



- e. Sick leave is defined as personal accidental injury, illness or pregnancy, or accidental injury or illness in the immediate family. This will include parents, grandparents, brothers, sisters, children, or spouse of the teacher.
  - f. If after exhausting all sick leave, a teacher is absent from his/her duties due to personal accidental injury, illness, or pregnancy, the teacher shall receive the full contract salary, less the amount paid for a substitute teacher to fill the position. This shall occur for an additional period of twenty (20) days.
  - g. After all leave is exhausted and the ensuing twenty days period of reduced pay is exhausted, and the teacher is still unable to return to work on a permanent and full-time basis, the board shall have the option to:
    - i. Require resignation
    - ii. Place the teacher on leave without pay for the remainder of the year, or:
    - iii. Place the teacher on leave with differential pay for the remainder of the year, or until the teacher is able to return. Differential pay shall be discontinued immediately if the teacher earns any income from sources other than insurance claims. (The decision for determining which option is offered shall rest solely with the Board of Education and be based on length and quality of service.)
      - 1. Provided, however, that the superintendent shall make every effort to obtain a full-time certified replacement to assume the original teacher's duties. This replacement teacher's contract shall be temporary only, but shall include all the rights and responsibilities of full-time teachers on a pro-rata basis.
    - iv. If the original teacher is placed on either type of leave, (either without pay or with differential pay), the probability of that teacher being rehired shall be contingent upon a certified physical examination showing positive indication of recovery satisfactory for permanent and full-time employment. This certification must be made available to the superintendent by June 30 of the year of disability or the teacher shall forfeit all employment rights.
  - h. Sick leave may not be used on the day before a school holiday.
  - i. Employees must return to work following a school holiday for at least one (1) day before sick leave pay will be granted.
    - i. This rule will not apply if the employee is hospitalized
    - ii. The superintendent may waive this rule if in his/her opinion a waiver is warranted.
      - 1. The superintendent's decision to waive or not to waive is final.
2. Personal/Emergency Leave: Non-accumulative
- a. A maximum of five (5) days may be used for personal and/or emergency leave. Emergency leave may be used in the case of death of, or in a situation where death appears to be imminent for one of the persons described in (B,1,c) above with the addition of the same relatives of the spouse of the teacher. Emergency leave can also be used attending the funeral of the individuals listed in (B,1,c) or court-ordered appearances. On the fourth and fifth days of emergency leave, not for a death or jury duty, the cost of a substitute will be deducted from the teacher's salary.
    - i. Personal leave is restricted to two (2) days per year.
      - 1. No reason is required to be stated for personal leave

2. Emergency leave must have a stated reason and documentation of the emergency may be required.
  - ii. Personal leave shall not be taken the week before a scheduled holiday, the week after a scheduled holiday, nor after May 1.
3. Professional Leave:
  - a. Each teacher shall be entitled to one (1) day of professional leave wherein the teacher may attend any workshop or other self-improvement activity approved by the building principal and thereafter verified. Additional days may be approved by the administration provided that:
    - i. A clear benefit to Avant Public School exists
    - ii. The teacher requesting the additional professional leave meets any requirements or limitations imposed by the administration
    - iii. The benefit to the school is acted upon once the leave has been granted and used
  - b. More than one (1) day may be used by the administration for attendance at professional workshops, etc. provided that the superintendent shall approve those attended by principals and the School Board shall approve those attended by the superintendent.
4. Notification:
  - a. The status of all types of leave shall be reported in writing to all staff members upon conclusion of the school year and again at the beginning of each school year. The only leave that is accumulative is sick leave.
5. Excessive Use:
  - a. Any teacher who used professional or emergency leave in excess of that available, will have his/her action documented by the principal and it will be considered potential cause for dismissal.
6. Leave Charging Chart:
  - a. The principal should make a concerted effort to follow this chart in order to eliminate abuse in the practice of “covering” absent teacher’s classrooms.

b. LEAVE CHARGING CHART

Number of periods gone	Time deducted from teacher’s leave	Substitute hired?
One	None	No, covered
Two	1/2 day	Yes, paid 1/2 day
Three	1/2 day	Yes, paid 1/2 day
Four	1 day	Yes, paid 1 day
Five	1 day	Yes, paid 1 day
Six	1 day	Yes, paid 1 day

7. Social Security (FICA)
  - a. All teachers are required to participate in the Federal Old Age Survivor’s Insurance Plan as provided under the Social Security Act.
8. Hospitalization
  - a. Each teacher will be given the opportunity to enroll in the group hospitalization plan adopted by school employees. The current plan is Health Choice carried by

the Oklahoma State and Education Employees Insurance Group. The state, through the district will pay the employees' health insurance cost.

9. Professional Liability Insurance:

- a. The school district purchases a professional liability insurance policy for all professional staff members and School Board members.

10. Contracts:

- a. Contracts will be executed for each staff member prior to receiving his/her first paycheck of the school year. Professional contracts shall consist of:
  - b. A "face value" contract which reflects only the amount the teacher is due based on the District Salary Schedule for classroom teaching
  - c. A supplemental contract specifying any extra curricular duty contracted with the amount to be paid for the duty, and
  - d. A supplemental contract specifying the amounts that will be deducted from the gross salary to arrive at the net (taxable) salary. This is known as the "Cafeteria Plan."
- e. All teachers when first hired into the district will be placed on a 1-year "temporary teacher" contract.

11. Certificates:

- a. Certificates and transcripts are to be filed with the superintendent no later than the first week of school.

## SECTION C: SALARY SCHEDULE AND CONTRACTS

Avant School uses the state mandated salary schedule. A current schedule may be obtained in the superintendent's office or on the State Department of Education web site.

Avant Public School adopts the State Minimum Teacher Salary Schedule annually which is as follows for the current year:

<b>Years of Experience</b>	<b>Bachelor's Degree</b>	<b>Master's Degree</b>	<b>Doctor's Degree</b>
0	\$ 31,600	\$ 32,800	\$ 34,000
1	\$ 31,975	\$ 33,175	\$ 34,375
2	\$ 32,350	\$ 33,550	\$ 34,750
3	\$ 32,725	\$ 33,925	\$ 35,125
4	\$ 33,100	\$ 34,300	\$ 35,500
5	\$ 33,500	\$ 34,700	\$ 35,900
6	\$ 33,900	\$ 35,100	\$ 36,300
7	\$ 34,300	\$ 35,500	\$ 36,700
8	\$ 34,700	\$ 35,900	\$ 37,100
9	\$ 35,100	\$ 36,300	\$ 37,500
10	\$ 35,950	\$ 37,575	\$ 39,625
11	\$ 36,350	\$ 38,000	\$ 40,050
12	\$ 36,800	\$ 38,425	\$ 40,475
13	\$ 37,225	\$ 38,850	\$ 40,900
14	\$ 37,650	\$ 39,275	\$ 41,325
15	\$ 38,075	\$ 39,700	\$ 41,750
16	\$ 38,500	\$ 40,125	\$ 42,175
17	\$ 38,925	\$ 40,550	\$ 42,600
18	\$ 39,350	\$ 40,975	\$ 43,025
19	\$ 39,775	\$ 41,400	\$ 43,450
20	\$ 40,200	\$ 41,825	\$ 43,875
21	\$ 40,625	\$ 42,250	\$ 44,300
22	\$ 41,050	\$ 42,675	\$ 44,725
23	\$ 41,475	\$ 43,100	\$ 45,150
24	\$ 41,900	\$ 43,525	\$ 45,575
25	\$ 42,325	\$ 43,950	\$ 46,000

Special Education Teacher\*\* = Minimum Salary + 5% above the prevailing wage paid teachers of children who are nondisabled in the same school district.

\*\* Salary distribution mandated by 70 O.S. 1210.565

The State Board of Education shall accept teaching experience from out-of-state school districts that are accredited by the State Board of Education or appropriate state accrediting agency for said districts. For the purpose of state salary increments and retirement, no teacher shall be granted credit for more than five(5) years active duty in the military service, or out-of-state teaching experience as a certified teacher or its equivalent. Nothing in this section shall prohibit boards of education from crediting more years of experience on local salary schedules than those allowed for state purposes. {70 O S &18-114.7}

## **SECTION D: TEACHER'S DUTIES AND RESPONSIBILITIES**

1. Assignments:
  - a. Teachers will be assigned to teaching positions by the administration based upon their qualifications and the needs of the students. The teacher will be directly responsible to his/her principal
  - b. The principal and superintendent will assign sponsorships. Every effort will be made to balance the responsibilities among staff members.
2. Working Hours:
  - a. The teacher's workday will begin no later than 7:20 A.M.
  - b. The teacher's workday will end no earlier than 4:15 P.M.
    - i. Ending workday time may often be extended by faculty meetings
  - c. The outside doors will remain locked until 7:20 A.M. (early arriving students will sit in the gym)
  - d. Teachers will report, unless assigned other duty, to their classrooms at least 5 minutes before the first student bell rings.
  - e. It is the responsibility of the teacher to be in his/her classroom at all times when the class is in session unless permission to leave has been granted by the principal and another adult is in charge of the classroom.
  - f. The gym is to be considered a classroom, not just a building.
  - g. Every teacher has been scheduled a preparation period. These periods under normal circumstances are for school business. Excessive use of preparation periods for personal business or other activities shall be considered a violation of policy and subject the employee to corrective action or dismissal.
  - h. Any change from the normal schedule relative to location, activity, time, etc., is to be cleared by the administration.
3. Student Supervision/Discipline
  - a. Coaches and physical education teachers should remain in the vicinity of the dressing rooms and/gym lobby until all students are dressed and out of the gym.
  - b. Teachers will not dismiss pupils from school or class prior to scheduled dismissal time unless permission has been given by the administration.
  - c. No teacher shall delegate his class to a student or to a fellow teacher without previous permission of the administration.
  - d. Teachers will be responsible for the care, discipline, and instruction of their pupils during the school day and during all other times when they are placed in a position of supervision. They will enforce all rules governing student conduct, exercising control in a kind, firm and judicious manner.
  - e. Duty assignments are to be thought of as class time and control maintained as if in class.
  - f. Teachers will record and report tardies and absences at the beginning of every period, or otherwise as the principal requests.
  - g. Corporal punishment may be used after all other alternative means of discipline have failed providing a parent has signed a Consent form to approve corporal punishment. Corporal punishment should never be inflicted in the presence of other pupils, nor without a witness. Classroom teachers will submit a report to the principal outlining other steps of discipline used prior to corporal

punishment. The principal will notify parents of any student who receives corporal punishment and explain steps taken prior to corporal punishment being administered.

- h. Teachers must sit with their class, and be responsible for their discipline during lunch.

4. Substitutes:

- a. Substitutes shall be placed into a classroom whenever a teacher is too ill to complete his/her normal duties.
  - i. The teacher should contact the Secretary at the earliest possible time when he/she becomes aware of his/her inability to be present for regularly scheduled classes.
    - 1. Sharon Rasberry’s home phone number is 918/263-2331. Her cell phone number is 918/381-9262
      - a. If you know before 10:00 P.M. that you cannot come to work the next day, phone immediately.
      - b. If you become incapacitated during the night, wait until 6:00 A.M to call. Call between 6:00 and 7:40 A.M.
      - c. After 7:40 call the school.
  - ii. It is the teacher’s responsibility to provide suitable in-class lesson plans/plans of instruction to enable a substitute to conduct class.
  - iii. No later than October 1 of each year the teacher will have constructed an emergency substitute folder with a minimum of 3-days activities, lessons, and worksheets
  - iv. The emergency substitute folder will be placed on file in the office for use should the teacher become unexpectedly incapacitated.
  - v. Substitute teacher’s pay is \$65.00 per day. Each teacher will submit a list of preferred and non-preferred substitutes to the principal during the first two weeks of school.
  - vi. In the case of illnesses that are predicted to be extended, (3 weeks or more), the superintendent shall make every effort to obtain the best available qualified and certified substitute, and shall have the authority to negotiate a daily salary that is above the regular substitute daily pay.

5. Grading:

- a. Each teacher is responsible for classification and grading of his/her students in accordance with the grading system and policies of the school board. It is suggested that a minimum of two (2) grades per week be given in each class. No single project grade shall be given more than one-third of the value of the semester grade.

- b. The following grading scale is to be used uniformly in grades 1-8

90- 100%	A, superior
80-89%	B, above average
70-79%	C, average
60-69%	D, below average
Below 60%	F, failing

- c. Each teacher shall personally record grades in the grade book, average his/her student's grades, and complete report cards. Students, assistants, nor any person other than the teacher shall not do these chores.
- d. Grading by students is permitted only when the student grades his/her own work that is later checked by the teacher

6. Promotion/Retention:

The Board of Education establishes the following guidelines for teachers and administrators to follow in making a determination to retain or promote students in the School District:

- a. The District discourages social promotion without the achievement of appropriate academic competencies
- b. Classroom teachers will provide evidence of a need for retention based on:
  - i. Test results on subject matter presented to the student
  - ii. Assignments directly related to the subject matter being taught
  - iii. Student's level of maturity (physical, mental, emotional, and social)
- c. No student will be retained twice in grades K-8<sup>th</sup>
- d. Classroom teachers will make parents and the principal aware of the Possibility of the student's impending retention as soon as the classroom teacher becomes concerned that a student may need to be retained. The classroom teacher will mail the parent a written notice explaining the decision to retain prior to the end of the school year.
- e. Classroom teachers will confer and consult the advice of the principal prior to making a determination on retention. The principal will work with the classroom teacher to develop strategies to help improve the student's academic standing.

Parents have the right to appeal a classroom teacher's decision to retain a student in the following order:

- i. Appeal the decision of the classroom teacher to the principal
- ii. Appeal the decision of the principal to the Board of Education
- iii. The decision of the Board of Education will be final

7. Lesson Plans:

- a. Lesson plans are required and shall be turned in to the office for the succeeding week before leaving the building on Fridays.
- b. Lesson plans will show what work and activities are planned and the relationship of that work to Oklahoma's PASS objectives.

8. Custodial Needs:

- a. Custodial needs are to be referred to the principal except in times of emergency, in which case the teacher should enlist the help of the nearest custodian.

## SECTION E: STAFF EVALUATION

1. Procedure:
  - a. In the Avant School District evaluation is defined as a mutual endeavor among all staff members and the Board of Education to improve the quality of the educational program. The school district and individual educators jointly accept the responsibility for the improvement of efforts to educate the students in our district. All staff members are expected to perform will in relation to their job descriptions, statements of objectives and approved performance criteria. Evaluation is a system for documenting the criteria and the evidence of achievement by staff members.
  - b. The Board of Education of Avant School District CO-35, Avant, OK, hereby adopts an evaluation policy, procedures, criteria, and instruments for all certified employees in compliance with 70 O.S. 6-103, Supp, 1077.
  - c. Effective with the 2012-2013 school year, the performance of all certified staff members will be evaluated using the criteria developed and distributed by the State of Oklahoma known as “TLE Teacher & Leader Effectiveness” Model. Each evaluation shall be based upon the evaluator’s actual observation of the person being evaluated while performing his/her job function. The superintendent will be evaluated by the Board of Education; the principal and other administrators will be evaluated by the superintendent; and teachers and other non-administrative staff will be evaluated by the principal as provided by law.
  - d. Evaluation reports will be completed on an approved evaluation form and be followed by a conference between evaluator and the staff member. Both will sign the form. If the evaluator recommends a plan for improvement, the evaluator and staff member will develop a plan. The plan will include a statement of how the district will assist with the improvement efforts.
2. Performance Criteria:
  - a. Written performance criteria accompany the evaluation forms and are made available to each staff member to be evaluated.
3. Evaluation Records:
  - a. Evaluation and observations data will be collected by the evaluator and kept in the file of the person evaluated until June 30 of the effective year. On June 30 they will be disposed of. The evaluation itself will be kept indefinitely in the file.
  - b. The Avant School District will comply with statutory requirements in regard to security and controlled access to the evaluation reports as stated above.
  - c. Inadequate performance will be indicated on the evaluation report; corrective action and target dates for accomplishment of corrective action will be indicated on the plan for improvement; ways the district will provide resources and assistance in corrective action will be indicated on the plan for improvement. Resources include but are not limited to
    - i. Formal university or commercial courses



- ii. Assignment to another school or position within the district
- iii. Visitations and planning
- iv. Demonstrations or simulations
- v. Video tapings and assigned supervision
- vi. Reports
- vii. Special supervision
- viii. Assignment to a performance team
- ix. Conferences
- x. Workshops and in-service sessions

4. Purposes:

- a. The district will utilize the evaluation findings to improve learning in the district to include but not be limited to:
  - i. Develop in-service education programs to resolve inadequacies
  - ii. Identify areas where improvements are needed.
  - iii. Provide justification for changes in staff, facilities, resources, and programs, or be a need assessment for developing new programs
  - iv. Disseminate valuable information to various publics
  - v. Provide a record of the quality of teaching and quality of staff in the district

5. Legitimacy:

- a. Any legislative act, Oklahoma State Department of Education ruling, or court decision which makes any part of this policy unlawful will in no way make inactive the rest of this policy handbook.

6. Underlying premise:

- a. Development of the teacher evaluation legislation came after many battles among concerned legislators and representatives of various educational organizations. Each organization in its own way was trying to achieve what was necessary and in the best interest and welfare of the children in the schools.
- b. Such a premise implies the creation of an environment in every school system in which teachers and every other member of the staff are busily engaged in activities designed ultimately to enhance student-learning experiences. Although, it is expected that all personnel will improve both personally and professionally as a result of the evaluation, the intention is that students will be the chief beneficiaries.
- c. Teachers do not come out of training institutions perfect or even complete in their training. Evaluation, therefore, is not mandated to get rid of teachers, but is designed to help personnel improve. The act specifies in several places that the board and the administration should.
  - i. Make a reasonable effort to assist the teacher to correct whatever appears to be a cause for potential dismissal or non-reemployment.
  - ii. Allow a reasonable time for improvement, and Help the teacher to become a better teacher or administrator.
- d. At its worst, the object of evaluation could be to find and expose the faults in educators with the intent of dismissing them. Conversely, evaluation could

limelight the proficiencies of “master” teachers with the purpose being to help teachers with inadequacies achieve that status for themselves. It is hoped that evaluators in the Avant Public School System will have this uppermost in mind...that by far the vast majority of teachers have entered into this profession soberly and purposefully, with the conviction that through a select medium, they have a message to convey to youth. Any suggestions, any criticism that may enhance our potential to communicate that message are welcomed and respected.

7. Time Chart

- a. There shall be three (3) observations (minimum) made prior to an evaluation. One observation is to be scheduled with the teacher. The others are to be unscheduled observations.
- b. Tenured teachers will be evaluated prior to April 10th at least once every year. Observations will continue on a regular basis yearly, and may indicate the need for more frequent evaluations.
- c. The non-tenured teacher will have a minimum of two evaluations per year. One will be prior to November 15th and the other before April 10th.

**SECTION F: STAFF DEVELOPMENT PLANNING**

Each school year, the superintendent will meet with certified staff and identify professional development goals/needs for the school year. Strategies and activities will be identified and implemented to achieve goals for the school year. The superintendent will present development goals and strategies to the board of education during the October regular school board meeting.

Each certified person is required to earn an accumulated total of seventy-five (75) points in each successive five (5) year period to comply with the staff Development Policy.

**SECTION G: POLICY FOR EVALUATING BASIC SKILLS**

The Board of Education of the Avant School District, CO-35, of Osage county hereby establishes the following process for evaluating the curriculum in the basic skills areas as designated by H.B. 1816.

1. The board will appoint a committee composed of administrators, teachers, and parents to annually evaluate the curriculum to determine whether each child in the Avant School is receiving adequate basic skill instruction.
2. The committee should have access to all materials pertaining to the school curriculum, class schedules, standardized test results, and other information they may need. They may visit with staff members, students, former graduates, parents, and business people in the community for their input into their evaluation
3. The chairperson will be responsible for making a written report of the findings of the committee, to the chief executive officer of the school prior to the first day of February

each year. This report should list the strengths and recommendations for each basic skill area.

4. The chief executive officer shall present this report to the Board of Education at a regular or special meeting. The board will consider each recommendation made by the committee. Any changes in methods of instruction, scheduling or curriculum change will be left entirely up to the chief executive officer and the Board of Education.
5. This committee shall be appointed to serve for a one-year term, however, individual members may be appointed to succeed themselves if the board so desires.

## **SECTION H: SELECTION OF INSTRUCTIONAL MATERIALS**

1. Library and Media Center Challenged Materials Policy:
  - a. Complaints challenging the appropriateness of library and media center materials (challenged materials) shall be reviewed in the manner set out herein. No library or media center material shall be removed or altered except in compliance with this policy.
2. Challenged Materials Review Committee
  - a. There is hereby created the Challenged materials Review Committee. The committee shall be composed of the superintendent, the principal of the school and either the librarian in whose library the book is located or the teacher in whose classroom the book is located.
    - i. Filing a Complaint:
      1. Any person desiring to challenge library or media center material shall complete a Citizen's Request for Reconsideration (Complaint form), a copy of which is attached to this policy. The Complaint Form shall be available in all school district libraries and media centers along with this policy.
      2. The Complaint form shall be mailed by certified mail, return receipt requested, or hand delivered to the Office of the Superintendent of the Avant Public School. The superintendent shall note on the face of the Complaint Form the date it is received
    - ii. Complaint Review:
      1. Within three (3) school days following the date of the receipt of the Complaint Form the superintendent shall direct the request to the Challenged Materials Review Committee
      2. The superintendent shall be the chairperson and shall call meetings as required to carry out the duties of the committee. The committee shall immediately commence a thorough review of the challenged material and meet as often as deemed necessary to fully evaluate it
      3. The committee shall receive reasonable written and/or oral presentations from interested parties. The committee or its representative shall meet with the complainant to discuss the challenged material
      4. If, after reviewing the complaint and challenged material and meeting the complainant, the committee believes the material

should remain in the library or media center they shall report their recommendations to the complainant in writing. If the complainant is satisfied with the committee's decision, the challenge shall be considered resolved. If the complainant is dissatisfied with the committee's report, the complainant shall notify the superintendent within three (3) days that the complainant desires to have the Board of Education review the committee's decision. In the event the complainant is dissatisfied or the committee sees fit to recommend removal of the challenged material the committee's recommendations shall be reported to the Board of Education for further action

5. In those cases where the challenge has not been resolved, the committee shall submit its written recommendation to the Board of Education meeting following the receipt of the complaint.
6. The Board of Education shall have the matter of the complaint and receipt of the committee's report placed upon the agenda of the first available meeting. At such meeting the Board of Education shall determine whether the challenged material shall be removed, altered or replaced. Further, the Board of Education shall state the basis for the action that it proposed to take.

iii. Criteria:

1. Recognizing the wide range of opinion present in our pluralistic society and being committed to the guarantees set out in the U.S. Constitution, it is the policy of this school district that neither the committee nor the Board of Education shall removed challenged material in order to prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion.
2. The challenged material may be removed only if it is found to be educationally unsuitable for the students and/or is pervasively vulgar.

iv. Miscellaneous:

1. Material previously challenged and removed by the Board of Education may be introduced into one or more of the school district's libraries or media centers without referral to the committee at any time the Board of Education determines that such action is appropriate
2. The policy does not apply to the removal of books and materials too badly worn or damaged too remain in the circulation or to duplicates of books.
3. The challenged materials shall remain in the school district's libraries and media centers pending final resolution of the complaint. Provided, that the committee members and Board of Education shall have access to the challenged materials

## SECTION I: STAFF REDUCTION POLICY

1. When the Board of Education determines that a reduction in the teaching work force is necessary, the following procedures will be implemented:
  - a. The position or program will be the determining factor for what will be eliminated, and not the individuals that occupy the position or serve the program
    - i. The board will attempt to reduce staff first by normal attrition and secondly by the following:
      1. A career teacher shall be retained if he/she is certified for a position held by a probationary teacher
      2. If all teachers in a position being reduced are career teachers, the following criteria shall be used to determine which teacher(s) will be retained:
        - a. Certification, standard, then provisional, then temporary
        - b. Years of experience in the discipline and/or grade level in the district
        - c. Total years teaching experience in the district
        - d. Academic degrees; doctorate, then masters, then bachelors
        - e. Recommendation of the principal and/or superintendent based on personnel file documentation
        - f. Total years of teaching experience
        - g. If all teachers in a position being reduced are probationary, the criteria in part 2-b will be used.
  - b. The Board of Education reserves the right to exempt from any reduction of certified personnel up to two (2) staff members who are assigned key extra duty positions in an effort to maintain the highest quality programs for the students of the district. This section shall not be used to retain a probationary teacher in a position that a career teacher is certified.
  - c. Should positions for employment become available after a reduction in force has been enacted, the following provisions shall apply:
    - i. Career Teachers:
      1. Career Teachers who are released because of a reduction in force will have priority for one year from the time of the reduction to fill subsequent vacancies. The criteria in part 1-b-ii will be used.
      2. Such teachers will be placed on a recall list. Teachers on the list will be notified by certified mail of position vacancies for which they have priority. A teacher shall remain on the recall list unless the teacher:
        - a. Does not accept a position within ten (10) days from the mailing of notice of vacancy as provided above, or
        - b. Waives recall in writing, or
        - c. Resigns, or
        - d. Refuses to accept a position for which he/she was qualified and which was offered by the district
        - e. It shall be the teacher's responsibility to see that the district has his/her current address on file

3. Probationary Teachers
  - a. Probationary teachers whose employment has been terminated due to a reduction in force may be considered for positions for which they are certified.
  - b. For such individuals to be considered for employment, they must make application for employment with the school, and submit credentials to verify certification in the areas for which they wish to apply
  - c. Such individuals will be considered for employment along with all other applicants for the position

## **SECTION L: ACTIVITY TRIPS**

1. An activity trip is one in which students participate in an event, as opposed to a field trip, one in which student do not participate, but observe. This distinction is important when calculating the “Ten Day Rule” (See section O, below, “Extra Curricular Activities”).
  - a. Records
    - i. Students out of class for an activity are NOT absent, and nothing should be indicated in the grade book to the contrary
    - ii. All assignments are obtained prior to leaving
    - iii. Assignments will be turned in at the beginning of each class period the first day of the student’s return unless in the teacher’s discretionary judgment it is appropriate to wait.
    - iv. Generally, no credit will be given for late assignments and the RETURNING STUDENT MUST PARTICIPATE IN THE ONGOING CLASSWORK UPON RETURN
  - b. Activity Form:
  - c. At least two (2) days in advance of the activity trip the sponsor shall complete an activity form, provide one for office use and one per student to be taken home to parents
2. Transportation
  - a. When going on a school activity trip all students must ride the bus to be allowed to participate. The parent must notify the trip supervisor in writing if the student is to ride in any vehicle other than school transportation on the return trip
3. Conduct
  - a. Student conduct on a trip is the direct responsibility of the teacher or sponsor in charge of the activity and will be consistent with the rules governing classroom situations. Responsibility is also shared by chaperons, and students with respect to the authority of chaperons
  - b. The sponsor shall cause the bus or van to be thoroughly cleaned following the trip. Failure to do so will result in a “no food or drinks allowed” rule being applied to subsequent trips by the group

## **SECTION L: LOCAL ACTIVITIES**

1. Learning Atmosphere
  - a. Extreme effort must be made by all staff to limit disruptions from class time
  - b. Messages to students and teachers, phone calls during class time, etc. will be retained at the principal's office until the next class break except in the case of an extreme emergency
2. Clean-up
  - a. The first committee appointed when planning an activity that utilizes local facilities is the "clean-up" committee
  - b. Immediately following the activity, the sponsor, through the clean-up committee, shall cause the facility to be thoroughly cleaned and all borrowed equipment returned to its original location
  - c. The school bulletin is not for scheduling purposes, but for announcements only. All school activities must be scheduled through the principal. If your event is not on the school principal's calendar, it is not scheduled.
  - d. When scheduling the gym, be sure to also schedule you needed preparation time
3. Conduct
  - a. All extra-curricular activities will be a part of the total educational program. Participation in such activities is considered a beneficial part of a total education, and all rules, policies, and regulations of District CO-35 are applicable

## **SECTION M: ACTIVITY FUND**

1. Definition:

The Student Activity Fund is a fund containing revenue raised by and spent for student activities, the control of which is under the jurisdiction of the local Board of Education
2. Control of Funds
  - a. All monies collected by or in the name of or for the benefit of students shall be deposited in the Student Activity Fund and shall be controlled by the Board of Education
3. Use
  - a. All Activity Fund money shall be deposited into one single account, but shall be credited to the account maintained for the benefit of the particular activity within the Student Activity Fund. The funds shall not be used for any purpose other than that for which the funds were originally created, provided the Board of Education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which an account was established may be transferred to another account by the custodian.
4. Activity Fund Organizations:
  - a. The Avant Activity Fund contains revenue created by and for the following organizations: Yearbook, Athletics, General Fund Holding, Gym concession, Miscellaneous, Petty Cash

5. Guidelines:
  - a. The Avant School Student Activity Fund will be operated in compliance with the legal requirements of the Oklahoma State Department of Education, and the State of Oklahoma.
  - b. The accounting system will be under the direction of one officer who is responsible for keeping all accounts and for preparing all financial reports. He/she may delegate the authority as deemed necessary. This officer is heretofore call the activity fund custodian, and is the superintendent of schools.
  - c. The Activity Fund Custodian will operate the accounting of the Activity Fund as efficiently as possible, leaving every possible logical audit trail. This will require certain responsible accounting procedures by the activity fund sponsors
  - d. All funds will be deposited into one NOW account at the Exchange Bank and earned interest will be deposited into the Miscellaneous Activity Fund. NOTE: Exceptions must have the superintendent's approval
6. Revenue:
  - a. Revenue for the Student Activity Fund is primarily created by the sale of goods or services performed by students.
  - b. Except for incidental donations and interest earned, all revenue will be created by some form of fund raising project
  - c. All fund raisers will be initiated by the execution of a Fund Raising Request Form
    - i. First filed with the principal for scheduling purposes
    - ii. Next filed with the superintendent, who will review the accounting procedures with the sponsor
  - d. Fund Raising Projects not mentioned will be approved or denied on a request basis, and will be known as appropriated projects. These will be limited to two (2) per year
  - e. Those projects that require to be purchased prior to orders being taken will be seriously discouraged
7. Collection and Record Keeping
  - a. Never issue your students any merchantable items, tickets, or other valuable goods without keeping an accurate record of their taking them and requiring them to return either the items or the money. Accurately account for the return in your records.
  - b. Never take any money from a student without issuing that student a sequential-numbered receipt.
  - c. Turn in all money, cash or checks, to the Activity Fund Treasurer at the end of each day. The money must be counted, coins rolled, and your inventory records reconciled
  - d. Never use collected money for any purpose other than to be deposited in the Activity Fund bank.
8. Expenditures:
  - a. Purchase orders shall be executed prior to each purchase. NEVER obligate or initiate expenditure (either by paying cash, charging, or verbally committing to your Activity Fund without prior execution of a purchase order.
9. Guidelines for out-of-town purchases
  - a. Shopping
    - i. Take an approved purchase order with you.



- ii. Bring back the sales slip showing total purchase either paid for by you personally, or charged against the purchase order
  - b. Phone
    - i. Get an approved Purchase Order Number for the items wanted
    - ii. Get the complete price including handling and shipping if any
  - c. Mail
    - i. Get an approved Purchase Order in the superintendent's office
    - ii. The office will make the purchase after the approvals are complete
- 10. Guidelines for in-town purchases
  - a. If a purchase is necessary that is essential to the orderly completion of a project in progress for which a P.O. has already been approved
    - i. Always secure a sales slip.
    - ii. Sign the sales slip
    - iii. Turn in the sales slip to the Activity Fund Treasurer with your daily receipts
    - iv. The emergency purchase will be added to the original Purchase Order

11. Reimbursements:

- a. One method of purchasing is to use personal cash or check to acquire an item and request reimbursement
  - i. YOU STILL MUST HAVE APPROVAL before making this type of purchase, because you are obligating an expenditure
  - ii. Never use collected money in your temporary possession to reimburse yourself. (A reimbursement is an expenditure and all expenditures are paid by school district check)
  - iii. Always present a proof of purchase for reimbursement. (No receipt, no reimbursement)

12. **Credit Card Policy:**

- a. Whenever expenses or travel expenses are incurred for the Avant Public School and it is impractical to obtain a warrant for payment, an employee who is authorized by the superintendent to use an Avant School credit card may render it to satisfy a vendor's invoice
- b. An Avant Public School credit card is not to be used for the personal use of the bearer. The credit card will only be used for Avant School purposes. When obtaining a credit card for school use, the employee will sign for the credit card and when the credit card is returned to the encumbrance clerk, the clerk will sign and date the credit card log showing that the employee returned the card. The proposed use of the card will also be recorded on the log.
- c. The encumbrance clerk will encumber funds to the credit card company and charges made on the credit cards will be debited against the encumbrance.
- d. The credit card may not be loaned to another individual. When not in use the card shall be in the custody of the central office. The person to whom the card is issued is personally responsible for each charge made to the card
- e. If a credit card is proven to not be in accordance with the use for which it was approved, the employee who uses the card and signs the card slip is personally responsible to the credit card company for payment of that charge. However, nothing in this policy prohibits the board from paying the credit card company for a charge for reimbursement. Use of a credit card by an employee is

acceptance of the terms of this policy, which is public record, and authorization to deduct amounts of unapproved charges from the next available payroll warrant to satisfy the unapproved charge.

- f. The employee for each charge made must submit a credit card slip and a receipt if issued by the vendor.
  - g. Violations of this policy may result in non-renewal or dismissal of the employee
13. Personal Clothing
- a. Items such as clothing for personal use shall not be purchased with the activity funds, unless the items are “service awards,” and are clearly identified as such.

## **SECTION N: EXTRA CURRICULAR ACTIVITIES**

1. Extra-Curricular Activities, Eligibility
  - a. Eligibility is required for participation in ALL extra-curricular activities
    - i. Eligibility will be determined on both weekly and semester bases
      1. To be eligible, students must be making “C” or above in all core subjects
2. Activity Trips
  - a. An activity trip is one in which students participate in an event; as opposed to a field trip, one in which students do not participate, but observe.
  - b. Students out of class for an activity are not absent, and nothing should be indicated in teacher’s grade books to the contrary.
  - c. Students must ask their teachers for work that will be assigned during the activity trip
  - d. Assignments are due at the beginning of each class period the first day of the student’s return to class unless in the teacher’s discretionary judgment it is appropriate to wait.
  - e. Generally, no credit will be given for late assignments, and the returning student must participate in the ongoing class work upon his/her return
  - f. When attending a school activity trip, all students must ride the bus to be allowed to participate.
  - g. Under special circumstances the student’s parent(s) may arrange alternative transportation to and/or from the activity site with approval of the school administration
  - h. Student conduct on a trip is the direct responsibility of the student, governed by the teacher
  - i. Teachers will enforce behavior rules consistent with effective educational practice for the trip’s purpose
  - j. Under the teacher’s authority, trip chaperons are expected to monitor student behavior and to notify the teacher in charge of misbehaving students
  - k. The sponsor or teacher leading the trip will cause the bus or van to be thoroughly cleaned following each trip. No food or drinks are allowed in vehicles.
  - l. When more than one organization are gone on activities on the same day, only one sponsor per group may accompany them.
3. Activity 10-Day Rule
  - a. Review of Activities

- i. The superintendent and Board of Education shall annually review the schedule of activities so that minimal interruptions occur in the instructional program of each student. Each activity sponsor shall at the beginning of school submit to the Board the criteria each student must meet in order to participate in the school activity he/she sponsors.
- b. Absences for Activities (10-Day Rule)
  - i. If students are on school-sponsored activities, they are NOT absent. They are officially present. However, a student shall not be absent from any one-class period more than ten times in any one school year.
    - 1. This is an Oklahoma State Board of Education policy that has two exceptions
      - a. School sponsored state and national contests are exempt from the 10 days
      - b. Any event for which the student earns the right to compete is exempt from the 10 days. Each organizational sponsor must file a policy with the superintendent outlining the prerequisites for attending each event
  - ii. A committee known as the Internal Activities review committee will be appointed by the Board in the regular September Board meeting
    - 1. The committee will be composed of sponsors, teachers, administrators, and 1 Board member
      - a. The purpose of this committee shall be to
        - i. Approve or deny deviations from this policy
        - ii. Evaluate the policy at year's end and recommend changes to the Board
- c. Complaints
  - i. Any complaints that this policy has not been followed or has been misapplied must be in writing, signed and filed with the Board of Education. This complaint must include a list of names of the students, dates, and classes missed that exceed the ten days allowed. If the complaint is not resolved by the local Board of Education, the complaint should then be filed with the Accreditation Section of the Oklahoma State Department of Education
- d. Excessive Activity Absences
  - i. Any absence from a class for a school activity in excess of ten days and not approved by the Board of Education shall be treated as an absence. The superintendent shall determine whether the absence is excused or unexcused.
- e. Recording Activity Absences
  - i. The administration shall be responsible for keeping a record of activity absences for inspection by outside, interested parties that have the authority to inspect the records
  - ii. Students will be kept apprised of their activity day status

# ARTICLE VI

## SUPPORT (NON-CERTIFIED) PERSONNEL

### SECTION A: GENERAL

1. Definition:
  - a. Support (non-certified) personnel include secretaries, custodians, teachers' assistants, bus drivers and cooks.
2. Importance:
  - a. A school cannot function properly without dedicated, conscientious people in non-teaching positions supporting the personnel in the certified positions. Each individual hired by a school system has specific and important duties to perform. Each of these individuals must accomplish his/her duties if smooth and efficient operation of the school is to take place.

### SECTION B: EMPLOYMENT CONDITIONS

1. Procedure:
  - a. Support personnel shall be employed by the Board of Education upon the recommendation of the superintendent
  - b. Selection of support personnel will be done by advertising the available position, accepting all available applications, and interviewing the candidates.
  - c. Salaries of support personnel will be determined by the Board of Education and may vary with the position and responsibilities involved.

### SECTION C: LEAVE

1. Sick Leave
  - a. A total of twelve (12) days sick leave with no loss of salary will be available to each full-time, twelve-month member of the support staff per year, accumulative to sixty (60) days. Nine-month support staff employees will receive ten (10) days sick leave per year, accumulative to sixty (60) days. Bus drivers are exempt from the sick leave policy.
  - b. Supervisors should regularly monitor and manage all of the sick leave used by employees in accordance with the following guidelines.
    - i. Use of Sick Leave Where No Abuse Has Occurred.
      1. Supervisors should monitor the amount of sick leave used by employees and should review sick leave usage for individual employees when use exceeds six (6) separate instances in a fixed twelve (12) month period.
        - a. Instances shall include: All actual sick leave used as well as other types of leave used in lieu of sick leave (e.g. same-day vacation leave requested in lieu of sick leave,

leave without pay taken for sick leave reasons). Instances shall not include: Any FMLA qualifying time or time taken for prescheduled doctor's appointments, bereavement leave, workers compensation, or sick leave used in conjunction with the birth or adoption of a child or for the period of time that a doctor certifies a female employee unable to work because of pregnancy. This standard does not define excessive use, but rather the point at which the supervisor should begin to consider #2 below.

## 2. Recognizing Sick Leave Use Problems

- a. If an employee meets the standard set out in #1 above, the supervisor needs to consider the following factors to identify sick leave use problems:
  - i. The frequency of and the reasons for sick leave use. (Absences necessitated by chronic long-term illnesses/disabilities may require different considerations than casual, intermittent absences.)
  - ii. The employee's unused sick leave balance.
  - iii. The impact of the employee's absences on the workplace. (e.g., disruptions in work schedules, overtime costs, incomplete projects).

## 3. Responding To Sick Leave Problems

- a. If the supervisor determines a problem exists then the supervisor shall:
  - i. Counsel the employee on his/her use of sick leave.
  - ii. Investigate possible alternative arrangements for the employee (e.g., part-time work schedules, disability leaves of absence), if appropriate.
- b. Document all of these actions.
  - i. If the above methods are unsuccessful, a supervisor should consider the effect that the sick leave use has on the employee's performance and the operations of the employer. Discipline including suspension or termination may be taken on the basis of the absences affecting the employee's performance, or the operations of the employer, and may be taken even when the reasons for sick leave use have been legitimate.

## c. Sick Leave Abuse

- i. Abuse of sick leave is defined as the use of sick leave for purposes other than those in this policy and/or excessive use of sick leave.
  1. Supervisors should periodically analyze attendance records for evidence of possible abuse (e.g., patterns of absences on Fridays/Mondays, seasonal absences, absences when a vacation request has been denied).
  2. Sick leave should be denied when there is evidence or reason to believe abuse has occurred until or unless the employee provides

satisfactory evidence of legitimate use of sick leave. Where a supervisor has reason to suspect that an employee is abusing sick leave the supervisor may require the employee to provide doctor's statements for a fixed duration to verify legitimate use of sick leave.

3. Discipline may be enforced (to include suspension without pay or termination) for employees abusing sick leave.
  4. Employees who miss 3 days or more consecutively, must present to the Superintendent a Doctor's note to explain the employees illness or injury
- d. Part-time employees will be entitled to a number of days that are pro-rated according to the proportion of full-time days worked.
  - e. Sick leave is defined as personal accidental injury or illness, illness or pregnancy, or accidental injury or illness in the immediate family. This will include parents, grandparents, brothers, sisters, children, or spouse of the teacher.
  - f. Sick leave may not be used on the day before a school holiday.
  - g. Employees must return to work following a school holiday for at least one (1) day before sick leave pay will be granted.
    - i. This rule will not apply if the employee is hospitalized
    - ii. The superintendent may waive this rule if in his/her opinion a waiver is warranted.
      1. The superintendent's decision to waive or not to waive is final.
2. Personal/Emergency Leave: Non-accumulative
    - a. A maximum of five (5) days may be used for personal and/or emergency leave. Emergency leave may be used in the case of death of, or in a situation where death appears to be imminent for one of the persons described in (B,1,c) above with the addition of the same relatives of the spouse of the teacher. Emergency leave can also be used attending the funeral of the individuals listed in (B,1,c) or court-ordered appearances. On the fourth and fifth days of emergency leave, not for a death or jury duty, the cost of a substitute will be deducted from the teacher's salary.
      - i. Personal leave is restricted to two (2) days per year.
        1. No reason is required to be stated for personal leave
        2. Emergency leave must have a stated reason and documentation of the emergency may be required.
      - ii. Personal leave shall not be taken the week before a scheduled holiday, the week after a scheduled holiday, nor after May 1.
3. Excessive Use
    - a. Personnel will not be allowed to exceed the personal nor emergency leave allocations. Abuse of leave time is potential cause for dismissal. Any abuse is to be documented by the principal and reported to the Board of Education.

## **SECTION D: BENEFITS**

1. Teacher Retirement
  - a. All support personnel are allowed to participate in the Oklahoma Teacher Retirement System. Contributions to the Oklahoma Teacher Retirement System shall be withheld from the employee's gross salary and paid to the retirement system by the district.
2. Social Security (FICA)
  - a. All employees are required to participate in the Federal Old Age Survivors Insurance Plan as provided under the Social Security Act.
3. Hospitalization:
  - a. Each employee will be given the opportunity to enroll in-group hospitalization as provided by the State of Oklahoma.
4. Contracts:
  - a. Contracts will be executed for each staff member prior to receiving his or her first paycheck of the school year. Support contracts shall consist of:
    - i. A contract that reflects the hourly wage paid and insurance/in lieu of with a projected/estimated annual earnings based on hours worked
    - ii. A supplemental contract specifying amounts that will be deducted from the gross salary to arrive at the net (taxable) salary. This is known as the "Cafeteria Plan."
5. Holidays:
  - a. New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day before Christmas, Christmas Day, Day after Christmas
  - b. Only 12-month employees will receive pay for Memorial Day and Independence Day

## **SECTION E: JOB DESCRIPTION-SECRETARY**

**Title:**            **Receptionist/Secretary**

### **Basic Function**

The receptionist/secretary performs receptionist and secretarial duties for the school district.

The position is a twelve-month position. Effective with SY 2010-2011 working hours will be four (4) days a week; 35.68 hours per week; working hours will be from 7:20 a.m. until 4:15 p.m. daily for 8.92 hours daily. Summer hours will be four (4) days a week; Monday-Thursday; 9:00 a.m.-1:00 p.m.; 4 hours per day; additional duties may vary, which may be determined by the superintendent.

### **Duties And Responsibilities**

1. Receptionist/Secretary
  - A. Operate school office in a professional, efficient manner
  - B. Answer incoming phone calls to school district
  - C. Type correspondence, filing, secretarial duties for superintendent

- D. Distribute mail
- 2. Computerized Student Record Keeping
  - A. Maintain students' grades, attendance, schedules, locker assignments, and all other student information in the computerized program
  - B. Record keeping for enrollment, transcripts, registration, transfer, and withdrawal of students
- 3. Record Keeping/ Records of Food Service Program
  - A. Maintaining computerized monthly food service report
  - B. Counting lunch receipts
- 4. Coordinator For Substitute Teachers and Bus Drivers
  - A. Contacting substitute teachers and bus drivers
- 5. Performing other duties as requested by the superintendent

**Organizational Relationships:**

Works closely with certified and non-certified staff and is directly responsible to the superintendent

**SECTION F: JOB DESCRIPTION-ENCUMBRANCE CLERK/  
PAYROLL CLERK**

**Title:**            **Encumbrance Clerk/Payroll Clerk**

**Basic Function**

The encumbrance clerk/payroll clerk performs all responsibilities involving encumbrances, accounts payable, and payroll including any required reports. The District utilizes MAS (Municipal Accounting Systems) which is computerized accounting software

The position is a 6-days a month position; 72 days annually; daily working hours are 7:20 a.m. until 4:15 pm. for 8.92 hours daily. Days or hours worked monthly may vary as approved by superintendent.

**Duties And Responsibilities**

- 1. Encumbrance Clerk
  - A. Record encumbrances, issue approved P.O.'s, issue accounts payable checks through computerized accounting program
  - B. Submit financial reports as required by the State Department of Education
  - C. Maintain financial records for the school district to comply with approved auditing procedures
- 2. Payroll Clerk
  - A. Maintain employee payroll records on computerized accounting program
  - B. Perform payroll twice monthly (1<sup>st</sup> & 15<sup>th</sup> of each month)



- C. Complete IRS reports, retirement reports, withholdings through cafeteria plan, taxes, insurance reports, W-2 forms, W-4 forms, and required records associated with payroll

3. Performing any other duties as requested by the superintendent

**Organizational Relationships:**

Works closely with certified and non-certified staff and is directly responsible to the superintendent and board of education

**SECTION G: JOB DESCRIPTION-MAINTENANCE/CUSTODIAN**

**Title:**            **Maintenance Person/Custodian**

**Basic Function**

Performs routine maintenance and daily custodial duties for the school district to ensure the safety and cleanliness of school premises.

Effective with the SY 2010-2011, the position will be 135 student attendance days for 8.42 hours per day; daily work hours are 7:30 a.m. until 4:00 p.m. Summer days and hours are; 15 days, 8 hours daily. Periodically, overtime work may be necessary and additional duties may vary which will be determined by the superintendent.

**Duties And Responsibilities**

1. Perform minor maintenance/installation repairs, electrical repairs, and plumbing repairs on facilities and equipment
2. Clean buildings, classrooms, hallways, restrooms, entryways, gym on a daily basis to ensure a clean, sanitary, and safe school environment for student, staff, and the public
3. Be knowledgeable in the proper use of a variety of power driven equipment such as floor scrubbers, floor sanders, waxes, and buffers. Additionally know how to properly use of wax, polish and other, protective agents appropriate for the various surfaces.
4. Accountable for esthetics of grounds and buildings; such as; mowing, weed eating, trimming of scrubs, trash and litter, cleaning of sidewalks and driveways, removal of snow and ice, and recommendation for painting, roof repair, replacement of windows, etc.
5. Responsible for inventorying and ordering supplies and equipment after consultation with the superintendent
6. Be available for performing maintenance/custodial duties outside of normal working hours

**Organizational Relationships**

Works closely with faculty and staff and is responsible to the superintendent.

## **SECTION H: JOB DESCRIPTION-BUS DRIVER**

**Title:**            **Bus Driver**

### **Basic Function**

The bus driver is primarily responsible for transporting students daily in a safe and timely manner. Additionally, a bus driver will periodically be required to drive for scheduled field trips or extra-curricular trips.

Effective with SY 2010-2011, the position is a 4-day week position, morning and afternoon for the school year which is projected to be 135 days.

### **Qualifications/Requirements**

The following qualifications and requirements for bus drivers have been established by federal law, regulations of the Oklahoma State Department of Education, and policies of the Avant School District Board of Education. The qualifications for a substitute bus driver shall be the same as for a regularly employed driver.

1. A bus driver shall hold a valid class B commercial drivers license with a passenger endorsement and a Type I Oklahoma School Bus Operator Permit prior to transporting students and shall submit all driver's license numbers to the superintendent prior to the first day of school
2. The driver of a school bus is responsible for the safety of students riding the bus; therefore, the students are under the authority and supervision of the bus driver while on the bus. It is essential that a bus driver observe a state laws and regulations pertaining to the safe use of school buses
3. A driver shall be in good physical and mental health, free from communicable disease, and have normal use of both arms, hands, legs and feet. Vision shall be at least 20/40 in each eye, with correction if necessary. A driver shall be able to distinguish the colors of red, green and yellow. Hearing shall be adequate to hear ordinary conversation. A driver shall undergo a physical examination annually by a licensed physician, and shall present a signed physical examination certificate to the superintendent prior to the first day of school
4. A driver shall be neat and clean; abstain from the use of tobacco in the bus; refrain from driving under the influence of intoxicants, narcotics or drugs; and display appropriate conduct

### **Duties and Responsibilities**

1. Provide daily transportation to and from school in a safe timely manner. Bus drivers should schedule their routes so that arrival is as close to 7:30 a.m. as possible. Drivers should NOT release their students from the bus until 7:30 a.m.

2. Bus drivers have a lot of responsibility to insure the safe transportation of students. Therefore, pupils must obey the driver promptly. Inappropriate behavior should be reported to the principal. Students who delay the bus regularly by not being ready at the pick-up time will be reported to the superintendent
3. Perform Pre-Trip bus inspection daily and notify the superintendent of any safety issues
4. Maintain Route Rosters (name of students who ride bus), Pre-Trip Inspection Forms and any other monthly or annually inspection forms
5. On days when school has to be dismissed early due to weather or for other reasons, bus drivers are to be available for call
6. Bus drivers are not compensated for day missed due to personal leave or sickness

### **Organizational Relationship**

The bus drivers will work closely with students, parents, and the superintendent

## **SECTION I: JOB DESCRIPTION-COOKS**

**Title:**            **Cafeteria Manager**

### **Basic Function**

Performs duties as cafeteria manager while assisting and supervising other cooks to ensure proper dietary needs of students, faculty, and staff. Individual must have supervisory skills and organizational skills with ability to relate well with subordinates while being well versed in food management.

Effective SY 2010-2011, the position will be a 145-day position; during school days (135 days), working hours will be 6:00 a.m. until 3:00 p.m. (36 hours per week) (9 hours per day). There are 10 days scheduled prior to the first day of school and after the last day of school for cleaning and preparation; 8 hours per day. Periodically, cafeteria personnel are asked to perform additional duties for activities or events.

### **Duties And Responsibilities**

- A. Performs a combination of any of the following;
  - 1 Responsible for meeting the dietary needs of students, faculty, and staff while providing meals that meet USDA meal requirements. In addition, the head cook is responsible for monitoring special needs i.e. diabetes, etc.
  - 2 Plan and develop lunch menus on a monthly basis that adheres to USDA meal requirements, appeals to students and staff, and encourages participation in the

- breakfast and lunch programs. Distribute breakfast and lunch menus to students, teachers, and news media
- 3 Maintain a lunch menu master file and daily food production records for auditing purposes by the state department. Document use of commodity foods and ingredients necessary to qualify for a Type "A" meal
  - 4 Responsible for ordering food items from vendors, checking food deliveries, and maintaining a current inventory of food and freezer items
  - 5 Monitor cafeteria on a daily basis to ensure a safe and sanitary environment, proper personal hygiene of all food service employees, and a pleasant atmosphere with meals that are appetizing and attractive
  - 6 The cafeteria manager will schedule additional days for food service personnel to ensure that the kitchen/cafeteria is ready for the first day of school. When the cafeteria kitchen is to be used by an organization not directly affiliated with the school it shall be the responsibility of that organization to hire an Avant School approved cook to supervise the use of the facilities and equipment. The rate charged for the cook shall be \$12 per hour. \$10 per hour of the collected amount will be paid to the cook as a supplemental contract.
  - 7 Submitting an updated inventory and maintenance requests at the end of the school year

### **Organizational Relationships**

Works closely with other cafeteria personnel and is primarily responsible to the superintendent.

**Title:**           **Food Service Personnel/Cook**

### **Basic Function**

Performs duties as a cook in helping prepare meals that ensure proper dietary needs of students, faculty, and staff; help set up and prepare kitchen/cafeteria in preparation for breakfast/lunch; and help clean/sanitize cafeteria/kitchen area.

Effective SY 2010-2011, the position will be a 145-day position; during school days (135 days), working hours will be 6:30 a.m. until 2:30 p.m. (32 hours per week) (8 hours per day). There are 10 days scheduled prior to the first day of school and after the last day of school for cleaning and preparation; 8 hours per day. Periodically, cafeteria personnel are asked to perform additional duties for activities or events.

### **Duties And Responsibilities**

- A. Performs a combination of any of the following;
  1. Responsible for various duties and responsibilities as determined by the cafeteria manager in preparation of meals that meet the dietary needs of students, faculty, and staff

2. Ability to cook, bake, prepare salad and fruit bar while operating cafeteria equipment in a safe and sanitary manner. (Mixers, ranges, dishwasher, slicer, etc.)
3. Clean tables, chairs, equipment; mop floors, disinfect/sanitize cafeteria/lunch room area
3. Ability to work with other individuals to ensure a pleasant environment in a cafeteria setting
4. Maintain good personal hygiene practices

**Organizational Relationships**

Works closely with other cafeteria personnel and is responsible to the cafeteria manager and superintendent.

**SECTION J: JOB DESCRIPTION-PARAPROFESSIONAL/INSTRUCTIONAL ASSISTANT**

**Title:            Paraprofessional/Instructional Assistant**

**Basic Function**

The paraprofessional/instructional assistant shall have a sincere desire to work with children. They must have excellent communication skills, ability to work with children, faculty and the general public in a diplomatic, friendly and efficient manner. They must be certified as a paraprofessional or have a minimum of 60 college hours. The instructional assistant/paraprofessional will assist the teacher in reaching classroom goals and performing their duties as outlined by the teacher and superintendent.

Effective SY 2010-2011, the position will be a 137-day position; 135 days of student attendance and 2 days during professional development days. During school days, the work day will be 8.92 hours and during professional development days the day will be 6 hours. Periodically, paraprofessional/instructional assistants may be asked to help in other areas.

**Duties And Responsibilities**

1. Have a thorough understanding of instructional methods and techniques of classroom control to be an effective instructional assistant
2. Perform work in a professional manner to maintain the standards expected by the District and classroom teacher
3. Demonstrates a basic knowledge of subject matter and assists in the organization of educational environment to promote learning
4. Accepts directions from classroom teacher, and is cooperative with school patrons and employees

5. Demonstrates appropriate preparation for the job
6. Other duties may be assigned superintendent

### **Organizational Relationships**

Works closely with faculty, staff, students, and is responsible to the superintendent

## **SECTION K: SUSPENSION, DEMOTION, OR TERMINATION OF SUPPORT EMPLOYEES**

1. In order to comply with Title 70 of the Oklahoma State Statutes Sections 21-132 through 24-136, Avant Board of Education hereby adopts the following procedures for the suspension, demotion or termination of support employees.
2. For the purposes of this policy a “support employee” is defined as an employee of the school district who provides those services not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of a school district.
3. No support employee who has been employed in the school district for one year or more may be suspended, demoted or terminated except for causes set out by this policy. Nothing in this policy shall prevent the Board from acting on its own volition in matters pertaining to the suspension, demotion or termination of support employees. Further, nothing in this policy shall prevent an employee’s employment being terminated whenever a reduction in force is the prudent action to take. Reductions in force will be governed by the same general guidelines that apply to certified staff found in Article 5 section K.
4. Causes for Employment Action
  - a. In order to comply with Title 70 of the Oklahoma State Statutes Sections 21-132 through 24-136, Avant Board of Education hereby adopts the following causes for suspension, demotion, or termination. Any of the violations listed below shall be sufficient grounds for the suspension, demotion, or termination of the support employee.
    - i. Failure to be at work station at the appointed starting time
    - ii. Leaving the work station without authorization prior to lunch periods or the scheduled end of the work day
    - iii. Excessive unexcused absenteeism
    - iv. Chronic Absenteeism for any reason
    - v. Excessive tardiness
    - vi. Wasting time or loitering during working hours
    - vii. Leaving the work are during working hours without permission for any unauthorized reason
    - viii. Falsification of personnel or other records
    - ix. Possession of weapons on the premises at any time
    - x. Removing district property records, or confidential information from the premises without proper authority

- xi. Willful abuse, misuse, defacing or destruction of district property, including tools and equipment or property of other employees
- xii. Theft or misappropriation of property of employees, students, visitors, or the district
- xiii. Sabotage
- xiv. Distracting the attention of others
- xv. Refusal to follow the instructions of a supervisor
- xvi. Refusal or failure to do assigned work
- xvii. Unauthorized operation of machines, tools or equipment
- xviii. Threatening, intimidating, coercing or interfering with employees or supervisors at any time
- xix. Making or publishing false, vicious or malicious statements concerning any employee, supervisor, or the district.
- xx. Creating a disturbance on the premises at any time
- xxi. Creating or contributing to unsanitary conditions
- xxii. Practical jokes, injurious to employee's or district property
- xxiii. Possession, consumption, or reporting to work under the influence of alcohol, non-prescribed drugs, or controlled substances
- xxiv. Disregard of known safety rules or common safety practices
- xxv. Unsafe operation of motor driven vehicles
- xxvi. Operating machines or equipment without safety devices provided
- xxvii. Gambling, lottery, or any other game of chance on district property
- xxviii. Unauthorized distribution of literature, written or printed matter of any description on district property
- xxix. Posting or removing notices, signs, or writing in any form on bulletin boards of district property without specific authority of the administration
- xxx. Poor workmanship
- xxxi. Immoral conduct of indecency, including abusive and/or foul language
- xxxii. Personal calls during working hours, except for emergencies (including in-coming and out-going calls)
- xxxiii. Walking off the job
- xxxiv. Smoking in an unauthorized area or at an unauthorized time
- xxxv. Failure to follow the district dress code
- xxxvi. Refusal of job transfer within the district, if the transfer does not result in a demotion
- xxxvii. Abuse of "breaks" (rest periods) or meal period policies
- xxxviii. Working overtime without prior authorization from a supervisor
- xxxix. Insubordination
  - xl. Violation of district rules and/or policies
  - xli. Violation of administrative rules/orders
  - xlii. When it is in the best interest of the school district

5. Employment Action Without Cause

- a. Whenever the superintendent of schools is of the opinion that the immediate suspension of a support employee is necessary and in the best interest of the school district, the superintendent may suspend the employee without notice or hearing. If an employee is suspended for a period exceeding ten days, the superintendent shall initiate proceeding for termination and shall follow the

procedures set forth in this policy. However, in a case involving a criminal charge, the suspension may be delayed until the case is adjudicated at trial. Nothing herein shall prevent proceeding against the employee during or after the suspension for termination as provided in this policy.

- b. Support employees with less than one year of service may be suspended, demoted, terminated, or non-reemployed at any time without cause.
6. Hearing
- a. Support employees with more than one year of service may be suspended, demoted or non-reemployed only for cause in accordance with the following procedures.
  - b. The employee shall be advised in writing of the right to a hearing before the Board as provided in Oklahoma State Statutes 70 OS Sections 6-101-46.
  - c. If the employee requests a hearing within ten working days after receiving the notice, a hearing will be scheduled at the next regularly scheduled board meeting or at a special board meeting called for that purpose.
  - d. If the employee fails to request a hearing within ten working days of the notice, the employee shall be considered to have waived his/her right to a hearing.
  - e. The decision of the Board of Education shall be final
  - f. Nothing in this policy shall be construed to prevent layoffs for lack of funds or lack of work

## **SECTION L: FAIR LABOR STANDARDS ACT**

- 1. Compliance
  - a. The Avant School District will
  - b. Comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions
  - c. Inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor
  - d. Cooperate with all state agencies in order to maintain compliance
- 2. Positions
  - a. The following positions are subject to the provisions of the Act
    - i. Cooks
    - ii. Custodians
    - iii. Secretaries
    - iv. Teachers' Assistants
    - v. Bus drivers (if they are not also teachers)
- 3. Exemptions
  - a. The following positions are exempt from the provisions of the Act
    - i. Teachers
    - ii. Counselors
    - iii. Coaches
    - iv. Administrators
- 4. Record Keeping
  - a. Individual time sheets will be maintained in the superintendent's office
    - i. These will be executed by the employee and verified by the superintendent



- ii. Time sheets will be kept for at least 3 years
- iii. Instructions will be given as to the proper execution of time sheets

5. Work Time

- a. Generally, all time during which an employee is required or permitted to be on the school grounds at a prescribed work place (except for a 30-minute meal and a 15 minute break) is considered as hours worked. This is true even if the duties are pleasurable rather than burdensome, and even if no productive work is actually preformed.
- b. Only hours in excess of forty per week shall be counted as overtime, and then only if the work is performed at a prescribed and prearranged work place. Hours used as "leave" shall not count as hours worked; however, if the regular tour of duty exceeds forty hours per week, the employee has get credit for all the hours for the regular tour on weeks when "leave" is used.
- c. The Avant School workweek shall begin at 12:01 A.M. on Monday and end at midnight on Sunday.
- d. No overtime will be allowed unless prior approval is given by the superintendent
- e. Although it is the decision of the superintendent to allow overtime work it is the decision of the employee as to whether overtime payment is in cash or in release time.
- f. Release time is time off which is compensated for overtime. If given during the same week as the overtime, an hour release for an hour of overtime is adequate
- g. If the release time is not given the same week and is carried over into the next or subsequent week, time and a half must be given.
- h. When authorized overtime is worked, the employee shall submit a form indicating his/her desire for how compensation is to be given (release time or pay).

# ARTICLE VII

## GENERAL POLICIES FOR ALL EMPLOYEES

### SECTION A: MISCELLANEOUS EXPECTATIONS

1. Leaving School
  - a. Employees must receive permission from the principal before leaving the school grounds during the day, and permission will not be granted except in case of urgent business.
2. Office Usage
  - a. The teachers' lounge is provided for employee relaxation when they have no official responsibility. Do not loiter, lounge or visit in the offices.
  - b. Telephones are provided for school business and for personal emergencies. A desk and phone are provided for certain employees who are assigned to do work at that desk and to use that phone. **DO NOT OCCUPY** one of these desks or use one of these phones unless it is assigned to you. If you must use a phone, use the one in the teacher's workroom.
  - c. If you require the assistance of a secretary for a duty that you are assigned to do, ask the secretary's supervisor for permission to ask his/her help. Do not ask the secretary.
  - d. Absent unusual circumstances the school phone lines are for business purposes only. The school phone is primarily answered at the school secretary's desk. Mrs. Rasberry has been instructed to notify the superintendent of employees and/or students receiving 3 or more personal calls per day.
3. Absenteeism
  - a. Substitutes should be hired when an employee is too ill to carry on normally at work.
  - b. The employee will contact his/her principal at the earliest possible time when he/she becomes aware of his/her inability to be present for regularly scheduled hours.
4. Custodial Needs
  - a. Custodial needs are to be referred to the principal except in times of emergency, in which case the employee should enlist the help of the nearest custodian.
  - b. In times of emergency, custodians will stop whatever routine duty they are carrying out, and tend to the emergency without first making arrangements to do so with their supervisor.
5. Accuracy
  - a. The public expects us to be knowledgeable in our presentation of written materials, communications to parents and school signs. Proof reading by colleagues is always a good idea. Please do not post signs, send fliers home, or make other general written announcements about your class or the school without having the document proof read by another knowledgeable individual.
  - b. Notes home that are sent to all members of your classes are to be copied to the office.
  - c. Notes to individual students or sub-groups of students are exempt from this rule.

## **SECTION B: EMPLOYEE INFECTED WITH AIDS**

### **1. Procedure**

- a. Upon identification of an employee by a competent medical authority as having Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC), or antibodies to the AIDS virus, the following procedure will be followed.
- b. The superintendent shall immediately communicate with the employee and request the employee to provide a statement from the employee's personal physician regarding the employee's current health condition and/or disability.
- c. Any decision regarding the employee's status shall be made upon the best medical evidence available.
- d. An employee may apply for and be granted a leave of absence when approved by the Board of Education upon the advisement of the employee's personal physician and, when deemed appropriate, a district medical officer.
- e. An employee may request and be granted return from a leave of absence when approved by the Board of Education upon the advisement of the employee's personal physician and when deemed appropriate, a district medical officer.
- f. The employee's immediate principal and superintendent, if necessary, the employee's personal physician and/or a district appointed medical officer, shall meet and confer to determine the extent to which "reasonable accommodation" may be necessary due to the employee's disability.

### **2. Confidentiality**

- a. Confidentiality requirements in regard to information about any employee shall be respected and limited to those persons who have a "need to know." Usually this shall mean the employee's principal, the superintendent, and any health care professionals.

## **SECTION C: DRUG FREE WORKPLACE**

### **1. Compliance**

- a. In order to maintain a healthy educational and working environment in the district's schools and to comply with the requirements of the Drug-Free Workplace Act of 1988 for purposes of receiving federal grants, the Board of Education adopts the following policies and regulations.
- b. The unlawful use, possession, dispensing, distribution, or manufacture of a controlled substance in any of the district's facilities or on district property (including vehicles) or at a district sponsored function or event is prohibited. Violation of this prohibition is grounds for disciplinary action, including dismissal or non-renewal of employment.
- c. Employees who are engaged in the performance of work under the terms of federal grants must abide by the prohibition in Paragraph 1 as a condition of their employment. Violation of the prohibition may result in dismissal or non-renewal.
- d. Employees who are engaged in the performance of work under the terms of a federal grant must notify a district administrator of any criminal drug conviction

- for a violation that occurred at a district workplace within five (5) days after such conviction. Such a conviction shall result in dismissal or non-renewal
- e. The district's grant administrator to the relevant federal granting agency shall report such a conviction within ten (10) days of the notification by the employee or other actual notice.
  - f. This policy statement shall be included in the district's employee manual and shall be distributed to all employees at the commencement of each school year.
  - g. The employee in-service training period prior to the commencement of each school year shall include a review and discussion of the dangers of drug abuse in the workplace, the district's policy for a drug-free workplace, the penalties for violating the policy, and available sources of information, counseling or other assistance regarding drug use.

## **SECTION D: DRUG-FREE SCHOOLS AND COMMUNITIES ACT**

- 1. Purpose:
  - a. It has long been the policy of the Avant Public Schools that the possession and/or distribution of any illicit drug or alcohol-containing beverage, by either a student or a staff member, is against school policy, and is subject to disciplinary action.
  - b. The use of illicit drugs and the unlawful possession and use of alcohol or both are wrong and harmful.
  - c. Chemical dependence is a contagious, progressive disease that does not disappear of its own accord. Because drugs, including alcohol, have a destructive impact on the brain, regular users lose control over their behavior, and many find it extremely difficult to stop using without outside intervention. Using a drug, including alcohol, just "one time" predisposes a person to try it again.
- 2. Federal Law
  - a. The Drug Free Schools and communities Act of 1988 requires that, as a condition of receiving funds or any other form of federal financial assistance, a public school must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs, including alcohol, by students and employees. The program must include as a minimum:
- 3. Conduct
  - a. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs, including alcohol, by employees on school premises or as part of any of its activities.
- 4. Consequences:
  - a. A clear statement of the disciplinary sanctions that will be taken against any employee who violates the prohibition stated in paragraph (1-a).
  - b. Rehabilitation
  - c. Information concerning available counseling, rehabilitation and re-entry programs will be made available to employees who request them.
- 5. Notification
  - a. Notification is hereby given to all employees that compliance with this policy is mandatory, and will be consistently enforced

6. Documentation
  - a. The employee's signed receipt of a copy of this School Board Policy book will serve as documentation of dissemination of this policy to all employees
7. Review
  - a. A biennial review will be in effect to determine the effectiveness of this policy and its programs.

The Avant Board of Education hereby adopts the following:

## **SECTION E: DRUG-FREE SCHOOLS AND COMMUNITIES POLICY**

1. Conduct
  - a. The unlawful use, possession, dispensing, distribution, manufacture, or possession with intent to distribute of any illicit drug, including alcoholic beverages, in any of the Avant District's facilities, on any of the Avant School's property (including vehicles), or at any school sponsored function or event is prohibited.
  - b. Reporting to work, or to any Avant School District sponsored function or event under the influence of an illicit drug, including alcohol, is strictly prohibited.
    - i. A school sponsored function or event is any activity, business or social, that has been called for, or in the name of any group of students and/or employees representing the Avant School or any collection of schools where there are students and/or employees representing the Avant School, regardless of its location.
2. Consequences
  - a. Any employee suspected of violation of this prohibition will be immediately suspended from work (with pay), until an evidentiary hearing is conducted before the Board of Education, establishing the guilt or innocence of the employee.
  - b. If the employee is found guilty, the Board will use its discretion in either:
  - c. Initiating due process to dismiss or non-renew the employee, with no promise of re-entry.
  - d. Initiating due process to dismiss or non-renew the employee, with promise of re-entry upon completion of a counseling and/or rehabilitation program.
  - e. Initiating due process to require the employee to complete counseling and/or a rehabilitation program while continuing to work.
  - f. Contacting the proper agency to refer the employee for prosecution.
  - g. Initiating due process to do any of, all of, none of, any combination of, or anything not mentioned in the four preceding paragraphs.
3. Rehabilitation:
  - a. If an employee of the Avant School is found guilty of violating this policy, the Board of Education will assist the guilty employee in seeking out competent counseling and/or rehabilitation upon the request of the employee and if the Board believes this to be in the best interest of the school district.
  - b. If an employee of the Avant School has not violated the policy, but is aware of a need for counseling or rehabilitation, he/she may receive information on where to get help, such as counseling.

- c. If the employee mentioned in the preceding paragraph (not in violation, but in need of counseling or rehabilitation) approaches the superintendent requesting assistance from the Board concerning his/her problem, the Board of Education will be lenient in arranging release time from work for counseling.
- 4. Notification
  - a. You are hereby notified that compliance with this policy is mandatory for all employees and will be consistently enforced.
- 5. Documentation
  - a. Evidence of employees having read and have had this policy explained to them will be made manifest by the execution of a sign-off sheet, dated and signed and specifying the receipt of the Board Policy Document.
- 6. Extra Curricular Activities
  - a. The following policy applies to violations by members of extra-curricular organizations and the resulting consequences will be assessed in addition to those specified in the Drug Free Schools and Communities policy specified in the Drug Free Schools and Communities policy.
  - b. Violations:
    - i. Whenever a coach or sponsor has reasonable suspicion, based upon what he or she believes to be reliable source(s), that an Avant student organizational member has been involved in the use, possession, or distribution of illicit drugs (including alcoholic beverages), whether at or away from school the coach or sponsor will inform the principal, and the principal will investigate the alleged incident.
  - c. Consequences:
    - i. Following the investigation, a group comprised of all coaches and sponsors will convene, and discuss the principal's findings, if the findings lead to group to be reasonably assured of the students' guilt, the following minimum penalties will be assessed.
    - ii. First Offense: Upon the first offense, the student will be suspended from the next two extracurricular activities, and will be required to attend counseling sessions with o arranged by the school counselor. (Refusal of counseling will result in suspension from all extracurricular activities for one year from the date of the assessment).
    - iii. Second Offense upon the second offense, the student will be suspended from all extracurricular activities for one year from the date of the assessment.

## **SECTION F: NON-INTOXICATING BEVERAGES (3.2 BEER)**

### **REPORTING STUDENTS UNDER THE INFLUENCE OF, OR POSSESSING NON-INTOXICATING BEVERAGES, ALCOHOLIC BEVERAGES, OR CONTROLLED DANGEROUS SUBSTANCES:**

- 1. It shall be the policy of the Avant Board of Education that any teacher who has reasonable cause to suspect that a student may be under the influence of, or has in his/her possession:
  - a. Non-intoxicating beverages (including 3.2 beer)
  - b. Alcoholic beverages; or

- c. Controlled dangerous substance(s)
- d. As state law now defines the above, a teacher shall immediately notify the principal or his/her designee of such suspicions. The principal shall immediately notify the superintendent of school and parent or legal guardian of said student of the matter. Reference O.S. Title 70 Section 133
- e. Any suspension and/or search of said student shall be subject to any applicable school policy, state law, or student handbook regulation.
- f. Every teacher employed by the Avant Board of Education, who has reasonable cause to suspect that a student is under the influence, or has in his possession non-intoxicating beverages, alcoholic beverages, or a controlled dangerous substance and who reports such information to the appropriate school official shall be immune from all civil liability. Reference O.S. Title 70 Section 24-132.

## **SECTION G: USE OF FACILITIES**

- 1. Policy:
  - a. The school district will permit the use of school facilities by educational, political, literary, cultural, religious, scientific, civic and/or recreational community organizations provided that:
    - i. The intended use of the facility by the organization meets certain established criteria; and
    - ii. When required, a previously established fee is paid by the organization
- 2. Procedures for Use of School Facilities
  - a. Application
    - i. All organizations must make application in writing on a provided application form to the superintendent's office at least ten days prior to the date of the meeting requested.
    - ii. If the organization's request is one with regularly occurring dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, the School District reserves the right to cancel the permission granted or suggest a change to a mutually satisfactory date and time.
    - iii. Although application by a minor is not acceptable, this does not prohibit the use of school premises by them, provided a competent adult who will supervise and be responsible for the group makes the application.
  - b. Permitted Use
    - i. Permission for use of school facilities belonging to this School District may be granted to educational, political, literary, cultural, religious, scientific, civic and/or recreational organizations for purposes and programs that:
      - 1. Are beneficial to the youth of the community and to the programs of the School District
      - 2. Are acceptable to the superintendent, and
      - 3. Do not result in an increased tax burden on the citizens of the School District

3. Priority Use
  - a. The superintendent or his/her designee is to determine whether the proposed use of the building will conflict with scheduled school programs and is to monitor the building for signs of misuse or abuse.
4. Prohibited Use
  - a. School facilities will not be used for:
    - i. Meetings that promote subversive teachings and doctrines contrary to the spirit of American institutions.
    - ii. Activities tending to cause unrest in the community or which positively reflect upon or promote discrimination against citizens of the United States because of race, color, national origin, handicap, creed or gender.
    - iii. Any activity that may violate the patterns of good taste, manners or morals, or be destructive or injurious to the buildings, grounds or equipment; or
    - iv. Any purpose in conflict with the school's objectives or not approved by the superintendent
5. Payment in Advance
  - a. All payments for the use of school facilities must be received at the office of the superintendent at least 72 hours in advance of the meeting.
  - b. Non-payment in compliance with the preceding statement will result in the cancellation of the activity
6. Responsibility of the Applicant
  - a. The applicant and his/her organization will be held responsible for the proper use of the building, for the conduct of persons attending the meeting, and will see that activities are confined to the areas of the school requested in the written application and to the times also there requested. The applicant will indemnify the School District for any theft, loss or damage to school property over and above the normal wear that should be expected from his use thereof, and will make prompt payment for such theft, loss or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school facilities will see that the activities are conducted at all times under competent adult supervision. The superintendent or his designee will be the judge of unwarranted damages to the school's property.
  - b. All rooms or areas will be left in as good condition as they were found, except the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of the school facilities will be renewed at the beginning of each school year and are subject to review by the superintendent.
  - c. Users of school property must assume responsibility for the safety and protection of the audience, workmen and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school facility and to require that there be evidence presented to the superintendent in the form of a certificate of insurance, showing Elementary School district No. 35 of Osage County, Oklahoma, as an additional named insured.
7. Time Limits
  - a. The superintendent of schools shall approve times for all meetings on school property



8. Cancellations
  - a. Requests for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so will obligate the applicant and his/her organization to pay for all custodial and such other expenses are incurred in opening the building for use.
  - b. Cancellation of permission may be ordered whenever such action is deemed in the best interest of the School District. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. The superintendent may cancel permissions if conduct or infraction of regulations warrant.
9. Holidays
  - a. As a general rule school properties will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days; such meeting dates will be automatically canceled for these days only. The superintendent may, in his best judgment authorize limited exceptions to this rule for good cause shown.
10. Non-School Days
  - a. School facilities will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the superintendent and provided such use is not a conflict with use of the facilities by school organizations or students.
11. Charges
  - a. Charges made for use of school facilities are not rentals as that term is generally used, but are based on the cost of operating expenses that would not otherwise have been incurred, such as clerical services necessary to process each application. Such reimbursement charges are subject to change, as the superintendent may deem necessary. With prior permission of the Board of Education, a fee in excess of operating expenses may be charged to a facilities user if such user is using school property as a part of a profit-making operation. Such fees will be set by the Board of Education after a recommendation of the superintendent.
12. Building Use Without Charge
  - a. School organizations such as student organizations, employee groups, and educational organizations such as the OEA, school board organizations, etc., are granted building use without charge as long as such use does not conflict with regular school sessions.
  - b. No fee will be assessed against the following types of school-affiliated and youth-serving organizations for their regularly scheduled meetings:
  - c. Parent-Teacher Association, booster clubs, band parents for their monthly meetings (afternoon or night)
  - d. Cub Scouts, monthly pack and committee meetings
  - e. Girl Scouts, weekly afternoon meetings and one monthly night meeting and;
  - f. Camp Fire Girls, weekly afternoon meetings and one monthly night meeting
  - g. If there should be additional meetings of the above-mentioned school-affiliated and youth-serving organizations, they will be charged for custodial services and/or cafeteria employee services as required, according to the regular fee as determined by the superintendent.

- h. Organizations that qualify for use of meeting space without charge on weekdays will be charged regular rates for meetings held on Saturdays and Sundays and for weekday meetings that extend beyond 11:00 PM. They shall also be charged for use of recreational facilities such as the gymnasium and for all fund-raising activity meetings.

#### 13. Custodial Care

- a. A school custodian is assigned for continuous duty during the time the group will be using the school facility. The custodian will return to open the building prior to the time set for the meeting, arrange the requested facilities and serve as the official representative of the School District. No one except the qualified custodian will be allowed to operate or adjust equipment in the building. Upon conclusion of the meeting the custodian will clean, properly arrange the facilities and carefully inspect the premises before locking the building. For situations in which the meeting does not materialize and has not been previously canceled the custodian will remain on duty for one hour after the requested starting time of the meeting. If no word is received during that hour after the requested starting time of the meeting he/she will lock the building.
- b. Custodians are instructed not to open any areas other than those required in the application. Additional space may be arranged by filing an additional application. Emergency needs may be requested by telephoning the superintendent or his/her designee.

#### 14. Police Guards

- a. Uniformed officers must be on duty when so directed by the superintendent.

#### 15. Drinking and Smoking

- a. The use of intoxicating liquor, non-intoxicating (3.2) beer or other alcoholic beverages shall not be permitted on school property.
- b. No smoking is allowed on school property

#### 16. Athletic Activities

- a. Permission for athletic activities involving the use of school facilities by non-school groups may be granted. Such use does not include permission to use the school's athletic apparatus and or/athletic equipment. Practice sessions will be allowed to non-school groups provided such sessions do not involve the presence of spectators.
- b. In those instances where team competition is involved, it must be clearly understood that no team sponsored by an organization other than the school's will be identified by name as representing any school in this district.

#### 17. Apparatus/Equipment

- a. Requests to use public address systems, projection equipment, screens, spotlights, stage sceneries, pianos, and so forth will be included in the application. The using groups will pay the costs of consumable materials used. All such equipment and properties will be operated, moved and controlled only by persons specifically designated by the superintendent.
- b. As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building use.
- c. Classroom apparatus, such as shop, science, physical education, home-making, music, business education, art, data processing equipment and athletic equipment that is usually used for school instruction will NOT be available for use by non-school groups.

- d. School equipment is not available for use off school premises unless it is beneficial to the district in carrying forward its programs.

#### 18. Cafeteria

- a. Use of the cafeteria may be granted with or without the use of the kitchen facilities. No organization will have access to the cafeteria, or kitchen area unless the cafeteria manager is present and in charge, together with such additional paid help from the cafeteria manager's staff as may be required. In planning an event that will use the cafeteria equipment, the area dietitian, the cafeteria manager, and whatever number of helpers they deem necessary, must all be involved in the planning, operation, and supervision of such project. Because of the food supplies and expensive equipment, and because of the rigid requirements of health and sanitation authorities, the use of cafeteria facilities must be under the direct control of the cafeteria staff.
- b. Refreshments will be served only in the cafeteria unless other areas have been approved by the principal

#### 19. Parking Lots

- a. Parking lots are provided with the use of most school buildings. If use of only a parking lot is desired, application will be made as for use of any school facility. Parking areas are not reserved exclusively for groups using school building. Playground will NOT be used for parking.

#### 20. Use of School Buses

- a. School buses may be used for "summer youth activities" as approved by the State Department of Education whenever such equipment is not available from commercial firms in the area, and whenever such use is beneficial to the youth of the district, provided such youth groups are adequately supervised by adults and provided further that all costs for operations, including any damages to equipment and usual wear and tear, are defrayed by the using group. Only legally qualified drivers may drive a school bus.

#### 21. Use of School Grounds and Recreational Facilities

- a. School grounds will be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility to not cause damage to the property or to become a nuisance to adjoining property owners and others in the neighborhood.
- b. The Board realizes that each case should be dealt with separately. However, the following regulations will serve as a guide.
  - i. School playgrounds may be used by organized athletic leagues when not in conflict with school programs, upon approval of application to use such facilities
  - ii. Approval of such application does not include the uses of any building facilities. Application for use of restrooms may be made subject to advance payment of a standard charge.
  - iii. No motorized vehicles of any kind are to be driven onto the playgrounds.
  - iv. Baseball and other such sport activities will be permitted as long as there is no damage to neighboring or school property; and
  - v. No organized athletic leagues will be permitted on school grounds on Sundays.
  - vi. Unless specific permission is requested by submitting an application the playgrounds, athletic fields and other school property are not to be

occupied by the general public after dark. Anyone not an employee of the school or not participating in, or observing an authorized activity when found on school property after sundown and before sunup is trespassing.

22. Church Services

- a. Church services by established religious groups may be scheduled in school facilities on a temporary basis due to emergency situations or to early organizational efforts of such groups to build or expand a church facility.

23. Concessions

- a. Concession rights at all school facilities are reserved for this School District. These may be assigned to school organizations upon request or may be contracted by outside vendors.
- b. Concession hardware/equipment requiring plumbing, or electrical connection other than a simple plug or quick-disconnect will become School District property once installed into a concession building no matter who pays for the device or the installation.

24. Interpretation of the Policy and Procedures

- a. The superintendent shall interpret and enforce all provisions of this policy and procedures statement. The superintendent's interpretation shall be final unless at least two Board members direct that the issue be brought to the Board of Education for review.

**SECTION H: FACILITIES USE AGREEMENT**

THIS AGREEMENT is entered into between Elementary School District No. 35 of Osage County, Oklahoma (“School District”) and \_\_\_\_\_ (“Licensee”).

**RECITALS**

Licensee desires to use on a temporary basis certain facilities owned by the School District. The School District desires to allow Licensee to use and occupy designated portions of those facilities at specific times and for specific purposes.

**WHEREFORE**

The School District agrees to allow Licensee to use and occupy the facilities and portions thereof described in paragraph 6.

Licensee agrees to pay the School District \$\_\_\_\_\_ for rentals and all required cleaning and janitorial expense involved in Licensee’s use and occupancy of the facilities.

Licensee agrees to release, hold harmless and indemnify the School District, its agents and employees from any and all liability regardless of the source and regardless of the type of claim that may occur arising out of, directly or indirectly, the Licensee’s occupancy and use of the below-described facilities. In addition to the foregoing release and indemnity, and not in lieu thereof, Licensee agrees to furnish School District with a certificate or certificates of insurance coverage in such amounts and the superintendent of schools requires as will insure the School District against any and all liability or actions that can arise by virtue of the Oklahoma Governmental Tort Claims Act and naming the School district, its agents and representatives as additional parties insured.

Licensee agrees that equipment installed into School District’s property that requires modifications to the School District’s plumbing or electrical grid becomes the property of the School District at the end of this agreement.

Licensee warrants and represents that it is authorized to sign the Agreement and by signing this agreement binds itself, its affiliates, members, successors and assigns.

This Agreement is terminable at the will of the School District or the Licensee upon thirty (30) days advance notice.

- Designated Building
- Designated portion
- Designated use
- Designated date(s)
- Designated time

Licensee will take care to use all facilities and equipment of the School District in a careful and prudent manner so as to prevent any loss, defacement or damage to them. Licensee is liable to the School District for the damages, repair or replacement of any items damaged during its use of the School District’s facilities.

DATED this \_\_\_\_\_ day of \_\_\_\_\_

“SCHOOL DISTRICT”  
ELEMENTARY SCHOOL DISTRICT  
NO. 35 OF OSAGE COUNTY,  
OKLAHOMA

ATTEST:

CLERK OF THE BOARD OF EDUCATION

By: \_\_\_\_\_  
President of the Board of Education

“LICENSEE”  
By: Authorized Representative

## **SECTION I: HANDBOOKS**

All personnel involved in district C-035 activities will receive a copy of this administrative handbook upon accepting employment within the district. Updates due to changes in state law or school policy will be distributed to the employees by the school administration for inclusion/replacement in the book issued to the employee.

It shall be the duty of every employee to keep informed of the policies of the Board of Education and administrations as stated in the policy handbook.

## **SECTION J: HEALTH SERVICES**

1. Avant Public School established the following policy in accordance with H.B. 1017 and State Department of Education Accreditation Standard VI (6.10).
  - a. Avant Public Schools consider the safety and health of every student of utmost importance. The health services provided all function as an integral part of an overall educational plan. The school will provide the services of a nurse on a need by need basis and will communicate to staff members, parents and student's health information that is pertinent to the learning process. The school staff will work closely with county, state and federal agencies in disseminating important health information, and make referrals including:
    - i. State and County Health Department
    - ii. State Department of Public Safety
    - iii. Department of Human Services
    - iv. Child Welfare Services
  - b. Suspected child abuse will be reported to the Department of Human Services. Any certified or support employee of the school district suspecting child abuse or neglect shall notify the building principal at once. If the suspected abuse is judged to be valid, the principal shall report the suspected abuse immediately to the Department of Public Services. If this report occurs after work hours, the report may be made to the Child Abuse Hotline 1.800.522.3511.
  - c. The following procedures will be followed in case of accidents, emergencies, and disasters:
2. Avant Public School Emergency/Evacuation Plan
  - a. Purposes:
    - i. The purpose of the Emergence/Evacuation Plan is to establish authority and responsibility for administrative actions when it becomes necessary to close school, evacuate students, cancel school activities, delay school openings, provide for early dismissal, or change transportation times and/or routes because of disasters, emergencies, inclement weather, or other reasons
  - b. Authority
    - i. The superintendent is responsible for administering the District Emergency/Evacuation Plan. He/She will establish rules, regulations, and procedures for administering and using the district's facilities, equipment, supplies, and staff during an emergency or disaster. The superintendent shall be responsible for the general supervision and

- welfare of the students and staff of the school district. He is authorized to cancel or postpone social events, club meetings, sports events, adult programs, and other activities that function in the building. He is also authorized to work with other agencies as legally required or as necessary. In the superintendent's absence, the principal will be delegated these responsibilities.
- c. Policy Statement
    - i. If an emergency occurs when school is in session, or at other times and under circumstances that would necessitate actions by school district employers or that would involve the emergency use of school buildings, supplies or equipment, the superintendent is authorized to initiate the Emergency/Evacuation Plan and to take other action required to protect the interests of the school district.
  - d. Administrative Guidelines/Regulations
    - i. The superintendent will initiate the Emergency/Evacuation Plan and will:
      1. Assume responsibility for protection of students, employees, and facilities, and equipment
      2. Regulate all media statements
      3. During any major emergency or disasters, deliver students to their homes as soon as such delivery can be organized in an efficient, orderly, and safe manner
      4. Make proper contacts to authorities and parents
      5. Coordinate activities with other agencies affected by the emergency through leadership, directions and communication
      6. Maintain facilities and equipment under district jurisdiction until the primary responsibility of using them for the welfare of students has been resolved
      7. If possible, use district supplies, equipment, facilities, and staff for the welfare of the students and staff
      8. See that drills are conducted to practice emergency actions and responses to disasters
      9. Inform the principal of his/her duties. If the superintendent is unable to make further decisions it will be the responsibility of the principal to assume the superintendent's responsibilities
  - e. Guidelines for the Following Emergencies or Disasters
    - i. Bomb Threats
      1. Get as much detail from the caller as possible
      2. Evacuate the building, teachers call roll
      3. Search for unusual items but DO NOT TOUCH any found
      4. Contact local authorities
      5. Be sure the building is secure before returning
      6. Do NOT use cell phones or 2-way radios
    - ii. Inclement Weather (Snow, Ice, Flooding)
      1. The administration will conference with weather officials and bus drivers to decide whether to delay school, close school, or dismiss school early
      2. Principal will have a call list for teachers and the media



3. The decision shall be made in the best interest and safety of the students
- iii. Tornadoes
  1. Every classroom will have posted charts explaining the procedures for tornadoes
  2. Drills will be conducted periodically during the year
  3. One long ring will be sounded
  4. Classrooms will be evacuated and the students will assemble in a safe area
- iv. Fire
  1. Every classroom will have posted charts exemplifying the procedures for fires
  2. Sound alarm, three short rings
  3. Evacuate building
  4. Teachers call roll
  5. Administration will contact the proper authorities
  6. Keep access roads open for emergency vehicles
  7. Return students home safely
- v. Tragedy
  1. The superintendent will speak to the media
  2. Seek professional counseling
    - a. DHS 918.664.5309
    - b. Green Country Mental Health 918.682.8407
    - c. Guidance Center 918.682.0321
  3. Communication with parents will be handled by the administration

## **SECTION K: PROCUREMENT PLAN**

1. School Nutrition Services
  - a. Procurement Plan For Child Nutrition Programs
    - i. The Avant Public School Food Authority (SFA) will purchase food and other items for use in the Child Nutrition Program (NCP) in compliance with the Federal Management circular A-102, Attachment O and state law, using the procedures outlined as follows and the attached Chart of Procedures.

## **METHODS OF PROCUREMENT**

1. The method of procurement used will be determined by the aggregate amount of goods, equipment and services purchased. "Aggregate" is defined as any purchase or group of purchases, e.g., milk and milk products, bread, canned and staple foods, fresh and frozen meats, etc., capable of being secured from a single source on a given date or during a purchase period. The procurement methods that will be used by a school district to purchase the goods, equipment, and services required by the program are as follows
2. Small purchase procedures

- a. Competitive Sealed Bids—Formal Advertising
- b. Competitive Negotiation
- c. Non-Competitive Negotiation

## CHART OF PROCEDURES

### 1. Small Purchase Procedures

- a. Small purchase procedures will be used to purchase goods, equipment, and services where the aggregate cost is less than \$100,000 and for fresh produce regardless of the aggregate amount.
- b. When small purchase procedures are used, the following conditions, stipulations, and terms must be met.
  - i. The foods, equipment, or services to be purchased must be adequately and consistently described for each prospective supplier so that each one can provide price quotes on the same merchandise or service.
  - ii. A written or a verbal “request for quotations” for the goods, equipment, or services may be made
  - iii. An adequate number of qualified sources must be contacted to provide such quotes. NOTE: The term “adequate number” is determined by local market conditions
  - iv. Responses to “Request for quotations” can be either in written form or verbal form with written confirmation
  - v. Cost plus a percentage of cost method of purchasing is prohibited
  - vi. Price quotation responses must be retained by the school district with other Program documentation and records for a period of five years after the end of the fiscal year to which they pertain

### 2. Competitive Sealed Bids (Formal Advertising)

- a. Competitive sealed bids will be used to purchase goods, equipment, and services where the aggregate cost is \$100,000 or more, and when the selection of a successful supplier can appropriately be made principally on the basis of price. NOTE: Breaking up purchase with the intent of circumventing formal advertising procedures is contrary to federal procurement regulations. Any change in the district’s normal purchasing practices, which results in the aggregate amount of purchases becoming less than \$100,000, must be documented for review and audit purposes.
- b. When competitive sealed bids are used the following conditions, stipulation, and terms must be met:
  - i. The invitation to bid must be publicly advertised
  - ii. Bids will be solicited from an adequate number of known suppliers in sufficient time prior to the date set for opening of the bids
  - iii. The invitations for bid will clearly define the goods, equipment, or services needed in order for the bidders to be able to properly respond. This includes product specifications and general purchasing conditions.
  - iv. All bids will be opened publicly at the time and place stated in the invitation to bid
  - v. Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs (for equipment), if applicable, will be considered in determining which bid is the lowest

- vi. Payment discounts will only be used to determine the low bid when prior experience of the school district indicates that such discounts are generally taken
- vii. Any and all bids may be rejected when there are sound documented reasons the best interest of the Program will not be served by the potential suppliers
- viii. Cost plus a percentage of cost method of contracting is prohibited
- ix. All bids received must be documented and such documentation shall be maintained by the school district with other Program records for five years after the end of the fiscal year to which they pertain.

### 3. Competitive Negotiation

- a. Competitive negotiation may be used when competitive sealed bids are determined to be inappropriate or unfeasible, or when a contract cannot be awarded to a successful bidder based on price alone. This method of procurement is commonly used for the acquisition of professional services. The document used to solicit bids is commonly referred to as a request for proposal. When competitive negotiation is used the following conditions, stipulations, and terms must be met.
  - i. Proposals will be solicited from an adequate number (at a minimum, two) of qualified sources to permit reasonable competition
  - ii. The request for proposals will be publicized and reasonable requests by other sources to compete must be honored to the maximum extent possible
  - iii. The request for proposal will identify all significant evaluation factors, including price or cost where required, and their relative importance.
  - iv. The school district will provide a mechanism; (1) for technical evaluation of the proposals received, (2) to determine which responsible bidders will be contacted for further written and verbal discussions and (3) for selection of contract award
  - v. The contract must be awarded to the responsible bidder whose proposal is most advantageous to the school district when price and/or other factors are considered.
  - vi. Cost plus a percentage of cost method contracting is prohibited
  - vii. All requests for proposals received must be documented and such documentation shall be retained by the school district with other Program records for three years after the end of the fiscal year to which the pertain.

### 4. Noncompetitive Negotiation

- a. Noncompetitive negotiation is a procurement through solicitation of a proposal from only one source and can only be used when the procurement is not feasible under small purchase procedure, competitive sealed bids (formal advertising), or competitive negotiation. The decision to use noncompetitive negotiation will be justified in writing and be available for audit and review. As with the other methods of procurement, such documentation must be maintained with other Program records for three years after the end of the fiscal year to which they pertain, and cost plus a percentage of cost method of contracting is prohibited.
- b. Circumstances under which a procurement may be made by noncompetitive negotiations are limited to the following;

- c. The merchandise or service is available only from a single source
  - d. A public emergency exists and the urgency for the requirement will not permit the delay involved with competitive sealed bids (formal advertising) or competitive negotiation.
  - e. After solicitations from a number of sources competition is found to be lacking.
5. Code of Conduct
- a. No employee, officer or agent of the school district shall participate in the selection of, or in the award or administration of a contract supported by Program funds if a conflict of interest, real or apparent, would be involved.
  - b. Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award:
    - i. The employee, officer or agent
    - ii. Any member of his/her immediate family
    - iii. His or her partner
    - iv. An organization, which employs or is about to employ any of the above.
    - v. The School district's officers, employees or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub agreements
    - vi. The school district may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value
  - c. School Districts shall make all officers, employees, or their agents, or contractors, or the contractor's agents aware that violations of the procurement standards are subject to penalties as established by Title 74 O.S. #3401 et. Seq.. also known as the Anti-Kickback Act of 1974

## **SECTION L: INVESTMENT POLICY**

1. Designate "Operating" and "investment" funds and Permission to Invest
  - a. In compliance with the provisions of O.S. 1991 Title 70-5-115 as amended, the school shall, each month, set aside funds to an operating account and to an investment account. The school district treasurer shall be authorized by annual resolution by the Board of Education of Avant School District to invest the full amount of the investment account in the following:
    - i. Direct obligations of the United States Government to the payment of which the full faith and credit of the Government of the United States is pledged, or the obligations to the payment of which the full faith and credit of the State of Oklahoma is pledged.
    - ii. Certificates of deposits of banks. If or when such certificates of deposits are over \$100,000.00 FDIC insured, the investment must be secured by acceptable collateral as in the deposit of other public funds.
    - iii. In savings accounts or savings certificates of savings and loan associations to the extent that such accounts or certificates are fully insured by the Federal Savings and Loan Insurance Corporation
    - iv. Warrants, General Obligations Bonds or Judgments of the District
2. The school district treasurer shall be authorized by annual resolution to withdraw funds from the Investment Account as necessary to meet emergency requirements which cannot be covered by funds from the Operating Account, and to deposit cash received

during this period in either the “Operating” or the “Investment” Account as deemed desirable after analysis of the cash requirements at the time such cash is received.

## **SECTION M: GUN FREE SCHOOLS AND DANGEROUS WEAPONS**

In order to provide a safe environment for students and staff of the Avant School district the Board prohibits the possession of dangerous weapons and replicas or facsimiles of dangerous weapons, except where permitted by statute.

### **The Law**

It shall be unlawful for any person to have in his/her possession on any public school property or while in any school bus or vehicle used by the school for transportation of students or teachers any firearm or weapon designated in Section 1272 of Title 21 of the Oklahoma Statutes except as provided below or as otherwise authorized by law.

“School Property” means any publicly or privately owned property held for purposes of elementary, secondary, or vocational-technical education, and shall not include property owned by public school districts or private educational entities where such property is leased or rented to an individual or corporation and used for purposes other than educational.

1. The following firearms and weapons are allowed on school property and are deemed not in violation of this policy or state law:
  - a. A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self-Defense Act, provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property
  - b. A gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training courses, or a recognized firearms sports event, team shooting program or competition, or living history re-enactment provided the course or event is approved by the principal or chief administrator of the school where the course of event is offered and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program or competition; and
  - c. Weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of their duties and responsibilities.
2. Any person violating the provisions of this law shall upon conviction be guilty of a felony punishable by a fine not to exceed five thousand dollars (\$5,000), and imprisonment for not more than two years. Students violating this policy may be subject to long-term suspension and be reported to law enforcement authorities.
3. Application of the Law
  - a. Dangerous weapons, including but not limited to firearms, are a threat to the safety of students and staff of Avant School District. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the school.

Possession by any person of a dangerous weapon or a replica or a facsimile of a dangerous weapon while on school property, at a school-sponsored activity or on a school bus or vehicle is prohibited, except where permitted by statute.

- b. A dangerous weapon includes, but is not limited to, a pistol, revolver, rifle, shotgun, air gun, or spring gun, BB gun, slingshot, blackjack, brass knuckles or artificial knuckles of any kind, nun chucks, dagger, Bowie knife, dirk knife, butterfly knife, any knife having a blade greater than three inches, any knife with a blade which can be opened by a flick of a button or pressure on the handle, any pocketknife where the blade is carried in a partially opened position, any pocketknife with blade shorter than three inches that can be locked in place, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains and any replica or facsimile thereof and any item that is used to harm any person or to threaten harm to any person.
4. Rights of due process for all students and rights of students with disabilities must be observed in accordance with applicable law.

Reference: 21 O.S. 1280.1 (Section 1031, School Laws of Oklahoma  
Amended by Enr. S.B. 834, 2003 Legislative Session

## **SECTION N: GIFTED AND TALENTED POLICY**

1. Introduction
  - a. The integrity of any educational system is dependent upon how well it provides appropriate instruction to its students, including those who require both classroom instruction and pragmatic experiences that are not normally provided in the usual curriculum offerings. Students must be identified who possess the intellectual, creative, artistic, and/or leadership capacity and who display extraordinary capability in specific academic areas. The student's future well being and that of the community as a whole, may be dependent upon how progressive the educational system is in meeting its obligations to fully develop student potential.
2. Methods of Providing Services to the Gifted and Talented Student
  - a. Methods of providing services to the gifted and talented student include but are not limited to the following
    - i. Flexible scheduling of identified students will be achieved to permit appropriate instruction and experience
    - ii. Curriculum will provide for the individual difference of students
    - iii. Support services will be provided, i.e., guidance and counseling tutorial services and mentoring services, that will add to the spectrum of student experience
    - iv. Appropriate assessment of the individual student to provide for the unique capabilities of each student will be accomplished in a timely manner
    - v. Creative initiatives to meet circumstances not otherwise provided for in curriculum offerings will be standard procedure in development of the student's program

- vi. Providing appropriate experience to enhance the social skills of the gifted and talented student will be an integral part of the student's program
- vii. Extra-curricular experiences will be conducted at least twice during the academic year to provide the student with varied experiences to complement the regular gifted and talented program involvement
- b. Gifted and Talented Student Identification and Placement
  - i. Methods of identifying the student as gifted and talented will vary according to the needs perceived at the beginning of each academic year. The following items will remain constant pursuant to provisions of Oklahoma statutes governing identification of and providing services to the gifted and talented student.
    1. Each site within the district will establish a committee of educators to implement the program at that site and to identify students for placement in the program.
    2. These site committees will be appointed by the administrator at the site and will serve for one academic year.
    3. These site committees will meet monthly to review a student's progress and make any alterations in the student's program that may be necessary
    4. The superintendent of the district will appoint a "local committee" from within the district to "...coordinate and uniformly implement the process for identification of the gifted and talented student."
    5. The local committee will be composed of at least three and no more than eleven members.
    6. The composition of the local committee will be in compliance with the following guidelines and will be "Demographically" representative of the popular composition of the community.
      - a. The district coordinator of the gifted and talented program
      - b. An administrator from the district administrative staff or a designee
      - c. Members(s) of the instructional staff from each site.
      - d. A library media specialist or assistant
      - e. Parents of gifted and talented students
      - f. Community members interested in the development and implementation of a gifted and talented program
      - g. Others as may periodically be desirable
    7. The local gifted and talented committee will meet at a place to be determined by the chair of the committee. Provisions of the Oklahoma Open Meetings Statute will apply. The meetings will be scheduled as follows:
      - a. At the beginning of the academic year prior to student placement in the program
      - b. At semester break to review the program to that point
      - c. At the end of the academic year to review the program and to plan for the succeeding year

8. The local gifted and talented committee will serve as an integral part of the total program and will involve itself in, but not limit itself to the following functions:
  - a. Assisting in developing criteria for assessment of the program
  - b. Assists in maintaining data sufficient for reporting purposes
  - c. Assists in a public relations capacity with information dissemination to the school and community
  - d. Assists in developing and instituting district goals for the Gifted and Talented Program
  - e. Assists in reviewing and adapting the district Gifted and Talented program
  - f. Serves in other advisory functions as periodically may be necessary
9. Identification of the gifted and talented student will follow basic procedures that may be expanded periodically to meet specific needs of the program and its service to the student
10. Specific guidelines for identification of the gifted and talented student will be established by the Local Committee and will be designed in such a manner as to prevent any type of actual or perceived discriminatory practices in the process.
11. Nominations of students for the program will be solicited by the Site Committees from the following sources and presented to the faculty of the site for discussion and selection.
  - a. Educators
  - b. Parents
  - c. Patrons
  - d. Peers
  - e. The student(s)
  - f. Members of the community
  - g. Others as appropriate
12. Data collection pertinent to the nominated student will include will not be limited to the following
  - a. Standardized achievement tests
  - b. Student displayed abilities within the curriculum
  - c. Student displayed abilities in extra-curricular activities
  - d. Tests of creative ability
  - e. Tests of proficiency
  - f. Tests of intellectual ability
  - g. Performance observations in and extraneous to classroom activities
  - h. Behavior observations in varied settings
13. Placement decisions are to be based on the following criteria with due consideration being given to the student as an individual, and taking into account all aspects of the student's overall conduct. The following criteria will be observed in addition to any that



may periodically be necessary to involve and that adhere strictly to this plan and applicable regulations and statutes.

- a. Placement at or above the 97th percentile on a nationally normed test of academic skills, i.e., currently the Oklahoma P.A.S.S. test.
- b. Placement of students based on “multiple criteria” in lieu of achievement battery scores
- c. Placement in areas of capability and interest
- d. Placement using alternative procedures when bias becomes a genuine concern
- e. Placement decisions communicated to appropriate staff for consideration and in-put
- f. Placement in deference to the student’s individual educational needs
- g. Placement based upon assessment of the student’s aptitude, and/or I.Q.
- h. Placement in programs only after receiving parent approval and signature on an appropriate Gifted and Talented Educational Plan, a summary of which will be presented to the parent for the parent’s use and reference.
- i. Parental permission given in writing is necessary for individual testing to occur
- j. An additional evaluation is available upon parent request.
- k. Student identification as gifted and talented subsequent to original placement will be a step process and will be valid throughout the student’s educational career.
- l. Automatic identification for three years following original placement based upon standardized test results without further review will be standard procedure. (Gifted and Talented Regulations, Item II-J-2)
- m. Students in the first and second grades may be identified using multiple criteria in lieu of standardized testing
- n. Periodic assessment of the appropriateness of particular placement in the Gifted and Talented Program will be conducted and recommendations will be made to the appropriate staff
- o. Conditions of strict confidentiality will be maintained pursuant to appropriate Board of Education Policy and in compliance with federal and state statutes.
- p. Parental appeals of placement decisions may be made according to the following step procedures:
  - i. To the Gifted and Talented Site Committee
  - ii. To the District Gifted and Talented Education Coordinator
  - iii. To the Local Gifted and Talented Committee
  - iv. To the Principal of the Site
  - v. To the Superintendent of the District
  - vi. To the Avant Board of Education

- q. In accordance with applicable regulations, records "...of placement decisions and data on all nominated students will be kept on file for a minimum of five years, or as long as needed for educational decisions."
- r. At some point it may become necessary to consider altering the student's program. This may be desirable to meet specific needs, withdraw the student from the program, or having met objectives outlined in the Gifted and Talented Educational Plan, to exit that segment of the program.
- s. The parent is notified immediately of the intended change.
- t. A conference is scheduled with parent and the purpose(s) of the plan alteration explained.
- u. Parent approval of the plan alterations is evidenced by the parent's signature on the student's Gifted and Talented Educational Plan as amended and implementation is immediate.

#### 14. Curriculum for the Gifted and Talented Program

- a. The curriculum for the Gifted and Talented Educational Program in the Avant Public School will include "...multiple programming options and (will be) modified in pace, breadth, and depth." Further the curriculum will be designed in keeping with regulations that prohibit the assignment of "double work" to the gifted and talented students and will "...expand or replace the regular curriculum."
- b. Curriculum options will be coordinated by the Site committee and the District Gifted Education Coordinator to "... guide the development of the gifted and talented student from the time of (initial) placement until the student graduates from high school.
- c. The gifted and talented student will be involved in the program within 3 weeks of the beginning of the academic year.
- d. Curriculum will be "extended or replaced in the classroom precluding any need for the student to be "pulled out" of the regular classroom setting for service
- e. Students identified as gifted and talented will be exposed to curriculum that is "different in content, process, and pace" according to the following definitions
  - i. Content—different in breadth, depth, and/or pace
  - ii. Process—Stressing creativity and high level thinking skills
  - iii. Pace—The rate at which the material is covered
- f. Each site will complete a gifted and talented education plan outlining curriculum and procedures by April 15 of each year.

- g. Each site program will be an integral part of the total school program and will include sequenced curriculum and experiences that will be communicated in detail to the next level (grade or site) as the student progresses.

#### 15. Elementary Plan

- a. Appropriate Flexible Pacing
- b. Individualized instruction—Instruction of an individual student focused on the specific educational needs of that student.
- c. Proficiency based instruction—Elementary or secondary students advancing one or more levels in a curriculum area by demonstrating proficiency at the 90 percent level on designated proficiency assessments. Regulations require making proficiency testing available to gifted and talented students once during the 1995-1996 academic year, and twice in succeeding years.
- d. Early Admission (Kindergarten)—Underage children admitted to a kindergarten program in the school district in which the children reside based on certain criteria (70 O.S. 1-114).
- e. Differentiated or Enriched Classes—Include differentiated curriculum and accelerated content designed for able students. These classes need not be limited to identified students.
- f. Independent Study—Individually contracted in-depth study of a topic; also a course of study taken through and individual arrangement
- g. Continuous Progress—The content and pacing of curriculum and instruction are matched to students' abilities and needs
- h. Cluster groups—Any classroom with a group of identified able learners purposefully organized to provide planned differentiated instruction.
- i. Instructional Groups—Any group of identified able learners organized to provide planned differentiated instruction in curriculum areas
- j. Curriculum compacting—A system designed to adapt the regular curriculum to meet the needs of above average students by either eliminating previously mastered work or streamlining work that may be mastered at a faster pace. The time gained may be used to provide students with appropriate enrichment and/or acceleration experience.
- k. Acceleration—Administrative practices designed to allow students to progress through the curriculum and/or grade levels at a rate faster than the average.
- l. Dual Enrollment—Qualified students taking middle level or high school courses while at the elementary level.

m. Enrichment

- i. Enrichment of content in the Classroom—  
Experiences provided in the classroom that are supplemental to the established curriculum and that are planned with the needs, interests, and capabilities of the student in mind. “Appropriate enrichment experiences are not a repetition of material.”
- n. Mentorships—A program that pairs individual students with someone who has advanced skills and experiences in a particular discipline and can serve as a guide, advisor, counselor, and role model.
- o. Seminars—special short-term session in which students may focus on one area of study
- p. Resource Room—A class for students released from their regular classroom on a scheduled basis to work with a teacher trained in the education of the gifted and/or talented
- q. Creative and Academic competitions—Organized opportunities for students to enter local, regional, state, or national contests.
- r. Interest Groups—any group organized from one or more classrooms on the basis of interest in a particular topic; usually short-term in duration
- s. Shadowing Program—Teaming a student or students with a member of a particular discipline and/or occupation to observe a particular activity

16. Academic and Social Support

- a. Planning is of primary importance toward developing an academic and/or occupational program for students. This is especially true of the gifted and talented students. Academic and/or occupational advisors for all students including the gifted and talented students might serve as a means of monitoring student progress, maintaining communication with the student, and keeping the student on task. The fundamental purpose of this involvement is to provide guidance services on a daily basis to address the “... specific social and emotional needs of the student.”

17. Qualifications of Faculty Providing Services to the Gifted and Talented

- a. All faculty members (instructional staff) will hold a valid Oklahoma Teaching Certificate.
- b. Coordinators of the Gifted and Talented Program will hold a valid Oklahoma Teaching Certificate
- c. All faculty (instructional Staff) and coordinators will participate in in-service training or college training relevant to educating the gifted and talented

- d. All administrators responsible for supervising the total program will hold a valid Oklahoma Administrator's Certificate
  - e. All administrators will attend professional development relevant to programming for the gifted and talented
  - f. All support staff will attend in-service to develop understanding of the essentials of gifted and talented education.
18. Responsibilities of Gifted Educational Program Staff
- a. The district superintendent will be responsible for total coordination of gifted and talented education programming
  - b. The superintendent will work directly with the Local Gifted and Talented Committee
  - c. The superintendent will oversee the site coordinators and the site plans
  - d. The superintendent will file such reports and provide other information as may be required by the Oklahoma State Department of Education or other legal entities
  - e. The principal of the site will be responsible for coordination of the program within the site.
  - f. The principal will work with the site committee to form an organizational document (site plan) to set forth roles, responsibilities, and overall conduct of the program
  - g. The principal will file such reports and provide other information as may be required by the superintendent of the district
  - h. The principal will oversee the site committee and the site plan
  - i. The principal will prepare the site budget for submission to the superintendent of schools for final budget preparation
19. Continuing Education and/or Staff Development
- a. It is suggested that the local Staff Development Committee permit involvement by staff in the development and implementation of the Gifted and Talented Program to satisfy certain staff development requirements. Some suggestions of this involvements are:
    - i. Developing methods to instruct all students in the development of higher thinking skills.
    - ii. Developing methods to motivate students to seek excellence in academic and occupational experience
    - iii. Developing more competent methods of implementation of the Avant Gifted and Talented Program

- iv. Development of academic and/or occupational units subsidiary to the Avant Gifted and Talented Program
- v. Others may be permissible

#### 20. Evaluation

- a. Evaluation of the program will be conducted in a systematic, orderly, and organized manner that will emphasize the need for documentation and review. The essence of the evaluation will be to determine within appropriate guidelines if the program is accomplishing those objectives it is designed to accomplish. Evaluation of the program will take into consideration the following items.
  - i. Standardized test results
  - ii. Evaluations of professional staff
  - iii. Evaluations of parents of involved students
  - iv. Evaluation of involved students
  - v. Advanced content courses noted on student transcripts
  - vi. Evaluations by the Local committee
  - vii. Evaluations by the Site committee
  - viii. Evaluations by the administrative staff of the district

#### 21. Budgeting

- a. Budgeting for the Gifted and Talented Program will be the responsibility of all segments of the program. The following has been suggested as a standard procedure for budgeting.
  - i. Each site committee will compile a budget for gifted and talented education programming at that site by April 15 of each year
  - ii. The District Coordinator will compile the site budgets and will prepare, in conjunction with the superintendent and Local Committee a district budget
  - iii. The district budget will be prepared on forms required by the State Department of Education
  - iv. The budget for the program will be approved by the Avant Board of Education before filing with the State Department of Education by September 1

#### 22. Expenditures Report

- a. An expenditures report for the previous year will be submitted to the State Department of Education by August 1, of each year (70 O.S. 1210.307 (D))

#### 23. Conclusion

- a. As is obvious from perusal of this plan, a great deal of flexibility exists in order to meet the specific needs of the individual student. It should be evident that as long as

statute and resultant regulations are observed, this plan may be altered to fit specific needs and to attain specific objectives.

## **SECTION O: ANTI-BULLYING POLICY**

### 1. Statement of Intent

- a. We, the Board of Education, students, faculty, parents, staff and supporters of Avant School, are committed to providing a compassionate, receptive and non-threatening atmosphere for each and every one of our pupils to learn and succeed in. We have a “zero-tolerance” policy against bullying, meaning that bullying of any sort is deemed completely unacceptable in our school community. If bullying does occur, students should be assured of the fact that all incidents will be addressed quickly, thoroughly and effectively. We also expect that anyone – whether student, educator, family member or other school party – who witnesses or has other knowledge of an incident of bullying will report the incident to a staff member immediately and with the promise of confidentiality if desired.

### 2. Definition of Bullying

- a. Bullying can be generally defined as the use of aggression, intimidation and/or cruelty with the deliberate intent of hurting another person verbally, physically or emotionally. Bullying carries the ramification of causing pain and stress to the victim. Bullying is never justified and is not excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is never “responsible” for being a target of bullying.
- b. Specific types of bullying may include, but are not limited to:
  - i. **EMOTIONAL:** Being deliberately unkind, shunning, excluding, or tormenting.
    1. Examples: Forcing another student to be “left out” of a game or activity, passing notes making fun of a victim, or making threatening faces or gestures)
  - ii. **HOMOPHOBIC:** Any harmful speech or conduct focusing on the issue of a victim’s alleged or actual sexual orientation
    1. Examples may include calling students names such as “faggot” or “dyke”
  - iii. **PHYSICAL:** Pushing, kicking, hitting, tripping, punching or using any other sort of violence against a victim
    1. Examples: Shoving a victim into lockers while changing classes in the hallway, throwing objects at a victim
  - iv. **RACIST/INTOLERANT:** Taunts, slurs and/or physical threats directed around a victim’s race, religion or ethnicity
    1. Examples: Spreading graffiti with racial slurs, making unkind remarks about a student’s religious practice
  - v. **SEXUAL:** Initiating and/or executing unwanted physical contact, sexually threatening and/or abusive comments
    1. Examples: Grabbing a victim’s body, using derogatory labels such as “slut”

- vi. VERBAL: Name-calling, ridiculing, using words to attack, threaten or insult
  - 1. Examples: Spreading rumors, making fun of a student's appearance, mannerisms or intelligence

Please note that an instance of bullying may fall into more than one “category” listed above.

- 3. Why Are Bullying Awareness and Prevention So Important?
  - a. As recent high-profile cases have unfortunately shown, bullying plays a major role in many occurrences of school violence. Students who bully have been proven to have a much greater chance of becoming violent criminals later in life, and some victims of bullying turn to violent outbursts as a “last resort” to escape their torment.
  - b. Bullying has also been linked to a large percentage of teen suicides, and can leave victims with emotional and physical scars well into adulthood. Besides that – put simply – bullying hurts, and no one deserves to be bullied. Respect, tolerance and safety are rights we expect and take for granted in our personal lives and workplaces. Schools should be no different.
  - c. Students come to school to learn and grow. Bullying seriously damages and can even destroy that process. Adults have a responsibility to ensure that children are protected, and schools have an obligation to respond promptly and thoroughly to issues of bullying.
- 4. Policy Objectives
  - a. All principals and administrators, teaching and non-teaching staff, students and parents should have a full understanding of what bullying is and encompasses;
  - b. All school faculty and staff should be thoroughly familiar with the bullying policy, and should follow it accordingly when bullying is reported or observed;
  - c. All students and parents should be thoroughly familiar with the bullying policy, and should know what steps to take when bullying occurs;
  - d. Students and parents should be reassured that the school takes bullying utterly seriously, and will support victims and their families when bullying is reported;
  - e. Bullying will not be excused, permitted or tolerated under any circumstances.
- 5. Warning Signs and Symptoms of Bullying
  - a. Not all victims of bullying will let on that they are suffering at school. Many feel that admitting how bad things have gotten will increase their torment at the hands of the perpetrators if they risk “snitching,” are afraid no one will believe or support them or are too embarrassed to admit what is happening. Parents and faculty should openly encourage students to report all incidents of bullying that are observed or experienced firsthand.
  - b. Even in the event that a student is not forthcoming about being bullied, there may be signs or symptoms that suggest a problem. Adults should be aware of these symptoms and what they signify, and should investigate immediately.
  - c. A child may be a victim of bullying if he or she:
    - i. Is noticeably frightened or evasive when asked “what’s wrong”;
    - ii. Suddenly loses appetite;
    - iii. Begins bullying or showing unusual aggression with siblings, playmates or other children;



- iv. Comes home unusually hungry (may indicate lunch money or lunch itself has been stolen);
- v. Repeatedly “loses” lunch, money or possessions;
- vi. Has unexplained cuts, scrapes or bruises;
- vii. Comes home with clothes dirty or torn, or books/other possessions damaged;
- viii. Begins to perform poorly in schoolwork;
- ix. Repeatedly claims to feel ill before going to school;
- x. Cries him/herself to sleep at night or suffers from chronic nightmares;
- xi. Threatens or actually attempts suicide or other forms of self-harm;
- xii. Attempts to or actually runs away from home;
- xiii. Begins stammering, appearing nervous and/or afraid to look people in the eye;
- xiv. Seems withdrawn, anxious or suddenly suffering from low self-esteem;
- xv. Begins to skip school or begs to change schools or not to have to go to school;
- xvi. Makes significant changes to his/her usual routine;
- xvii. Begs to be driven to school so as not to have to walk or take the bus;
- xviii. Demonstrates marked fear or unwillingness to go to school or take the bus;
- xix. Gives unlikely/unconvincing excuses for any of the above behaviors

It should be noted that the above signs may indicate other problems, but bullying should promptly be considered a possibility and looked into.

#### 6. Proper Bullying Report/Response Procedures

- a. All bullying incidents will be reported immediately to a staff member.
- b. Staff member will record all reported bullying incidents and share them with the principal.
- c. Parents of both victim and perpetrator will be informed and summoned to the school for a meeting about the problem.
- d. In severe instances, local police will be contacted. Bullying victim and his/her family will be informed of their legal options and right to press charges if applicable.
- e. The bullying behavior or threats will be investigated quickly and fully, with both victim and perpetrator informed that the behavior will/must stop immediately.
- f. The bullying perpetrator will meet with school counselors, a designated staff member and (if they are willing to cooperate) his/her parents to understand the seriousness of his/her actions (to include placing themselves in the victim’s shoes to appreciate the undesirable effects of the behavior), and to learn appropriate means of changing behavior.

#### 7. Further Options and Outcomes

- a. The bully will be asked to genuinely apologize to the victim and/or, if the victim prefers, will sign a letter promising to avoid all future contact with the victim.
- b. In serious cases, suspension, expulsion or criminal charges will be considered, with the victim fully informed of all options and actions.

- c. If feasible and if agreeable to the victim, both victim and bully will meet with a school counselor to discuss the problem and brainstorm ideas for reconciliation.
- d. After the incident has been thoroughly investigated and dealt with, faculty and counselors will monitor both students (including regular “check-ins”) to ensure that bullying does not resume or reoccur.

8. Tools for Prevention and Education

- a. The school will adopt any/all of the following tools to prevent and educate students about bullying:
  - i. Writing, posting/otherwise making very visible a set of descriptive school rules
  - ii. Supplying all students, faculty, staff and parents with copies of the bullying policy
  - iii. Asking students to sign and adhere to a behavior contract
  - iv. Engage students in role-playing, creative writing exercises and/or open discussions about bullying
  - v. Emphasizing the importance of reporting incidents of bullying, both observed and experienced, and including confidentiality as an option in making such reports
  - vi. Distributing current literature about bullying to students, parents, faculty and staff
  - vii. Developing an anti-bullying liaison in local law enforcement
  - viii. Emphasizing repeatedly that bullying will not be tolerated at Avant School.

**SECTION P: CRIMINAL RECORD CHECK POLICY**

RECORDS INVESTIGATION

The Avant Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a felony records check may be conducted of a prospective employee at the superintendent's discretion. A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law

Any person applying for employment as a substitute teacher shall only be required to have one such felony records search for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. (HB 1321)

The superintendent will determine whether to request a felony records check of the prospective employee. If the superintendent determines to conduct the felony records check, the superintendent may decide to check the em-ployee's name only or name and fingerprints. Further, the superintendent is authorized to request a state only check, or a state and national search. Such determinations will be made at the discretion of the superintendent.

If the superintendent requests that a national records search be conducted, the prospective employee will be required to furnish a fingerprint card to the Oklahoma State Bureau of Investigation (OSBI) and must pay to the OSBI the cost of the records search up to \$50.00.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for up to sixty (60) days pending receipt of the felony records search results. If the applicant is offered permanent employment following the review of the records search, the OSBI search fee, if any, will be reimbursed in full.

REFERENCE: 70 O.S. §5-142

NOTE: A criminal record check of prospective teachers must be requested by the superintendent using a form supplied by the Department of Education. Since that form requires the employee's signature, it is suggested that the form be obtained and used in accordance with this policy.

NOTE: School districts with more than 30,000 students will request background felony records checks directly from the Oklahoma State Bureau of Investigation. If the search is based on name only, the search fee is not to exceed Ten Dollars (\$10.00). If the search is a national search based on fingerprints, the search fee is not to exceed Fifty Dollars (\$50.00).

## FELONY RECORDS SEARCH PROCEDURES

Pursuant to 70 O.S. §5-142, the Avant School District will obtain the results of a state and/or national felony record search of the name and fingerprints of every prospective school district employee. During the first interview with each employment applicant, the applicant will be advised that:

1. The school district requires a state and/or national felony record search of every prospective employee's name and/or fingerprints as a condition of employment; to qualify as a substitute, each substitute
2. Will enable the school district to request the search and obtain the results, the applicant must complete and sign an Authorization and Release form provided by the school district;
3. The school district will request a felony record search only if the superintendent of schools recommends employment of the applicant;
4. If the superintendent of schools recommends employment of the applicant, the applicant must pay the search fee, which will not exceed \$50;
5. The school district will reimburse the applicant for the search fee unless the search discloses a prior felony offense conviction;

6. If the superintendent of schools recommends employment of the applicant, the applicant must permit the Oklahoma State Bureau of Investigation to fingerprint the applicant; and
7. The applicant, if placed on duty prior to receipt of the felony search results, will be classified as a temporary employee until the school district is notified that the search is clear of any felony record.

If the felony records search reveals a prior felony offense conviction or if the applicant provides a false response to one or more of the questions on the Authorization and Release, the applicant will be denied employment and, if placed on duty prior the receipt of the search results, will be deemed to have resigned from employment with the school district, effective upon acceptance by the board of education. The board of education may accept any employee's resignation at any time within thirty (30) days after the date the school district is notified of either the unsatisfactory search results or learns of the applicant's false response, whichever is later. Under these circumstances, the employee waives any due process procedures which might otherwise be available under federal and state law and school district policies and procedures.

The school district will also request a state and/or national felony record search of the name and fingerprints of any current school district employee if the board of education recommends a search of that employee's felony record.

## **AUTHORIZATION AND RELEASE**

This authorization and release is executed under penalty of perjury on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_, applicant for employment ("Applicant") with the Avant School District No. 35, Osage County, Oklahoma (School District).

Applicant understands that the School District's receipt of a clear state or national felony record search of his/her name and fingerprints is a condition of employment with the School District. Because Applicant desires employment with the School District, Applicant authorizes the School District to request and obtain the results of an Oklahoma or national felony record search of Applicant's name and fingerprints. Applicant hereby releases Applicant's felony record search results to the School District. Applicant also releases the School District of any and all liability relating to its request for, receipt, and use of the search results.

Applicant acknowledges that Applicant has been furnished and understands all of the requirements of the School District's felony record search policy and agrees to be bound by all of its terms and conditions.

Applicant also agrees to truthfully answer the following questions:  
Have you ever:

1. Entered a plea of guilty or nolo contendere to a state or federal felony charge? Yes \_\_\_\_ No \_\_\_\_
2. Been convicted of a state or federal felony offense: Yes \_\_\_\_ No \_\_\_\_
3. Been charged with a state or federal felony offense which was reduced to a misdemeanor offense to which you entered a plea of guilty or nolo contendere? Yes \_\_\_\_ No \_\_\_\_
4. Entered a plea of guilty or nolo contendere to, or been convicted of, a state or federal misdemeanor charge involving illegal chemical substances or illegal sexual activity? Yes \_\_\_\_ No \_\_\_\_

Applicant understands that if Applicant is hired by the School District prior to receipt of the results of the felony record search, Applicant will be classified as a temporary employee until notified otherwise by the superintendent of schools. Furthermore, Applicant understands that if the felony record search reveals a prior felony offense conviction or if Applicant provides a false response to one or more of the above questions, then Applicant will be denied employment. If Applicant is employed prior to receipt of the search results which reveal prior felony, then Applicant is deemed to have resigned Applicant's temporary employment with the School District, effective upon acceptance by the board of education. The board of education may accept Applicant's resignation at any time within 30 days after the date the School District was notified of either the unsatisfactory search results or the false response, whichever is later. Applicant waives Applicants right to any and all due process procedures to which Applicant might otherwise be entitled under federal and state law and the School District's policies and procedures.

\_\_\_\_\_  
Applicant's Signature

#### RECORDS INVESTIGATION CONSENT

The name and fingerprints of an applicant for employment with this school district may be submitted to the Oklahoma State Bureau of Investigation for a state and/or national felony records search. Such a search will require that you be fingerprinted by the OSBI, or designee, and that you pay the cost of the search up to \$50.00. If you are subsequently employed or are employed for a temporary period pending the receipt of the search results, then the district will reimburse you for the cost of the search. The school district may conduct a national felony records search of any current school employee if the board of education recommends the search.

I state that I have read the above requirements and do consent to being fingerprinted. I will pay the fee for an OSBI felony records search if so requested by the school district.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

# ARTICLE VIII

## PUBLIC NOTICES

This policy book is a collection of operating procedures based upon state law and local Board of Education guidelines. Its purpose is to establish a more efficient educational plant for the children and patrons of the Avant School District C-035

Because the Federal government and the State of Oklahoma are constantly revising, eliminating and originating laws pertinent to schools, the Board of Education feels a responsibility to its employees and its patrons to try to maintain a policy book that is up-to-date on these laws.

The Avant Public School system wishes always to support an open-door-policy encouraging all interested in education – students, faculty, parents, administration, Board, and community – to feel free to sit down together and discuss any matters related to obtaining the best possible instruction for this area's youth.

Most of the items within this policy book do not contain the specific laws that dictated the policies, but interested patrons should feel free to ask about precedents for these policies and so become better aware of the dictates that the local board must follow.

All of us are interested in quality education for our youth, and in that interest this policy book has been created and adopted.

### **SECTION A: FORMULATION OF POLICIES**

1. The superintendent of schools shall initiate the updating annually of this policy handbook by seeking input from students, parents, and staff. Recommendations will be formulated and presented for approval to the Board of Education. The recommendations shall have as their foundation sound educational philosophy, State Law, Federal Law, and Oklahoma State Board of Education regulations.
2. Any legislative act, Oklahoma State Department of Education ruling, or court decision that makes any part of this handbook unlawful will in no way make inactive the remainder of the handbook.
3. In a situation arising for which there is no policy, the superintendent shall have the authority to establish one that shall have the effect of law until and unless overturned by subsequent School Board action.
4. Any action regarding policy taken by the Avant Board of Education in a duly called meeting, whether actually mechanically written, duplicated, and placed in this handbook, shall immediately upon passage become a policy of the Avant School District.

## **SECTION B: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access
  - a. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Parents and eligible students have the right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
  - a. Parents or eligible students may ask the Avant School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - b. If Avant School decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
  - a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; A person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - b. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility
  - c. Upon request, Avant School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
  - d. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
600 Independence Avenue, SW  
Washington, DC 20202-4605

If there are any questions regarding FERPA policies, please contact Joe Chandler, Superintendent, Avant School, 918.263.2135

## **SECTION C: AVANT SCHOOL LIBRARY POLICY**

In compliance with HB 1017, Avant School shall provide staffing for the media program through one of the following arrangements.

1. Option A—fewer than 300 students—At least a 1/2 time certified library media specialist. (Librarian)
2. Option B—Fewer than 300 students—At least a 1/5 time certified library media specialist (Librarian) and a full time library assistant.
3. Option C—Apply for deregulation to the State Board of Education. This would entail a full-time library assistant, with consultation on a regular basis, of a certified media specialist.

## **SECTION D: MATERIALS SELECTION POLICY**

The following regulations shall govern the selection of materials.

1. Definitions:
  - a. Instructional Materials
    - i. Items that serve as a major tool for assisting in the instruction of a subject, course, or activity. These items may be available in print or non-print and may consist of hard or soft back books, textbooks, consumables, slides, filmstrips, recordings, videos, computer software, and other instructional tools.
  - b. Media Materials
    - i. Items that are non-print materials that may be used as supplement to other instructional materials.
  - c. Patrons
    - i. The parent of a student or other person who is directly involved with this material and has a direct substantial interest in the educational processes in which this material is involved.
2. Selection of Materials
  - a. Textbooks
    - i. A textbook selection committee selects textbooks from the state approved list. The procedure for selection of textbooks will vary according to the grade level and grade span. This committee will include teachers, administrators, and patrons.
  - b. Other Instructional or Supplementary Materials
    - i. The administration, individual teachers, or a librarian may select these with recommendations from the faculty. The procedure for selection of



these materials will vary with the grade level, grade span, and the scope of the material.

- c. Media Materials
  - i. The administration, teaching staff, and/or the librarian shall select these.
- 3. Review of Materials
  - a. Review Committee
    - i. The superintendent shall appoint a member of the faculty to be the chairperson. Additional members, appointed by the chair, shall include teachers and patrons to total no more than seven members.
  - b. Procedures for Review
    - i. A patron or staff member may initiate a request for review of instructional and media material. This shall be done by filing an objection in writing and by completing the questionnaire included in this policy. This questionnaire will be filed with the superintendent.
    - ii. The superintendent will appoint a committee chair. The chair will select a committee to review the instructional or media material under reconsideration.
    - iii. This material shall not be withdrawn from use until the committee has taken definitive action and appeals have been exhausted. Only the superintendent may make any exception to this procedure.
    - iv. The committee shall complete action and file a report with the superintendent within fifteen calendar days of the filing of the request for review.

**Citizen's Request for Reconsideration of  
Instructional Materials**

Type of Material \_\_\_\_\_

Author, editor, or compiler \_\_\_\_\_

Title of Material \_\_\_\_\_

Publisher \_\_\_\_\_

Request for Reconsideration initiated by \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Request in behalf of \_\_\_\_\_ him/herself \_\_\_\_\_ Organization

Name of organization (if any) \_\_\_\_\_

- 1. Have you read, viewed, and/or examined the material in its entirety? \_\_\_\_\_

If not, what pages or sections are of concern? \_\_\_\_\_

\_\_\_\_\_

2. Please specify your objection. \_\_\_\_\_

\_\_\_\_\_

3. What do you believe was the main idea, theme, or purpose of this material?

\_\_\_\_\_

4. What do you believe would be the result of reading/viewing/working with this material?

\_\_\_\_\_

5. For what age group would you recommend this material? \_\_\_\_\_

6. What value is there in this material? \_\_\_\_\_

7. Are you aware of the teacher's objective in using this material? \_\_\_\_\_

8. Are you aware of the judgment of this material by literary and educational critics? \_\_\_\_\_

\_\_\_\_\_

9. What would you like the school to do about this material? \_\_\_\_\_

\_\_\_\_\_

10. In place of this material, what would you recommend that would provide adequate information? \_\_\_\_\_

After the review committee has read, examined and discussed the matter and prepared a report for the superintendent you will be sent a copy of the report.

\_\_\_\_\_  
Signature of Complainant

## Report of Reconsideration of Instructional Materials

Author \_\_\_\_\_

Type of Material \_\_\_\_\_

Title \_\_\_\_\_

This decision was made on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Findings of Fact

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Decision

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The following committee members are in agreement with the decision.

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The following committee members are not in agreement with the decision.

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### SECTION E: ANNUAL NOTIFICATION TO PARENTS/PATRONS

On October 22, 1986, the Asbestos Emergency Response Act (AHERA) was signed into law. One requirement is notification to citizens annually, if asbestos is discovered. Please consider this correspondence your annual notification.

In 1988, small amounts of asbestos were found in two areas of Avant School.

1. Old, unused flue pipes that exist above the drop ceiling and:

2. Floor tile in the concession stand of the cafeteria. Both areas have been cared for according to law and are of no danger to inhabitants. The areas are re-inspected every three years, and monitored every six months.

If you need further information, please call the superintendent's office at 918.263.2135

## **SECTION G: DISCRIMINATION**

1. Disclaimer
  - a. The Avant Public School System does not discriminate on the basis of race, color, creed, denomination, sex, or handicapping condition in either educational opportunity or employment opportunity.
2. Grievance Procedure
  - a. In the event that a student, employee, or prospective employee believes they have been discriminated against either in regard to educational opportunity or employment opportunity or conditions, that disaffected person may
    - i. File a complaint with the superintendent of schools who will direct the complaint to the Board of Education at the next regular meeting. (Forms are available at the superintendent's office).
    - ii. The Board of Education will hear or review the written grievance and make a determination as to the validity of the complaint and take corrective action if they find it necessary.
3. A complete copy of the Equal Employment Policy is available for view at the superintendent's office.

## **SECTION G: OPEN HOUSE**

During the first weeks of school, the Avant School staff will host an Open House for parents at which time the parents will be encouraged to meet their child's teacher(s) and will be provided information pertinent to the operation of the classrooms; Of particular emphasis will be school discipline, homework expectations, and grading practices.

## **SECTION H: EMPLOYEE INTERNET AND COMPUTER USE**

The Internet is available through district owned computer equipment for use by employees and students of this district. The Internet offers vast, diverse and unique resources. The goal in providing service to teachers and students is to promote educational excellence in the Oklahoma Public Schools by facilitating resource sharing, innovation, motivation, collaboration, communication, self-directed learning, personalized instruction and research.

1. Terms and Conditions
  - a. The Internet is an electronic highway connecting computers all over the world and millions of individual subscribers. Students and teachers will have access to the following.

- i. District assigned electronic mail communication with people the world over.
    - ii. Information and news
    - iii. Public domain software
    - iv. Topics ranging from diverse cultures, to the environment, to music, to politics.
    - v. Access to online university resources
2. Access to the Internet will enable students and adults to explore thousands of libraries, databases and other online information sources while exchanging information with Internet users throughout the world. Concerned adult users having supervision over minor users should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or information potentially offensive to some people.
3. The Avant School District and the Oklahoma State Department of Education (SDE) have taken available precautions to restrict access to harmful materials. While our intent is to make Internet access available to further educational goals and objectives, students and others may find ways to access other materials as well. We believe that the benefits to be gained from access in the form of information resources and opportunities in collaboration exceed any disadvantages. Ultimately, parent/guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Avant Public Schools support and respect each family's right to decide whether or not to apply for Internet access.
4. The smooth operation of the network relies upon proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a district user violates any of these provisions, his or her access will be terminated and future access can be denied. A signature on the Internet User's Form is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.
5. Acceptable Use
  - a. The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. The use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U. S. or State regulations is prohibited. This includes, but is not limited to, copyrighted material, (peer sharing sites are specifically prohibited) threatening or obscene material, or material protected by trade secret. Employee use in political lobbying is also prohibited.
6. Privileges
  - a. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each person who receives access will be informed about the policies governing proper use of the network. Employees will participate in in-service training so that they can manage the computers assigned for their use personally and with students. The system

administrators of the network, the administration and the teachers will deem what is appropriate use and their decision is final. The district may deny, revoke, or suspend specific user access at any time.

## 7. Etiquette and Rules for Use

- a. An Internet user is expected to abide by the generally accepted rules of network etiquette and by specific district rules. These include, but are not limited to the following:
  - i. Be polite. Messages should never be abusive to others
  - ii. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
  - iii. Do not reveal personal addresses or phone numbers of students or colleagues
  - iv. Illegal activities are strictly forbidden (peer sharing of copyrighted materials (music) fits here).
  - v. Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail should they need to investigate. Messages relating to, or in support of illegal activities if discovered will be reported to the authorities
  - vi. Do not use the network in such a way as to disrupt the use of the network by other users.
  - vii. All communications and information accessible via the network should be assumed to be private property
- b. Prohibited Use
  - i. Searching, viewing, editing or retrieving materials that are not related to educational purposes (therefore, searching or viewing sexually explicit, profane, violence promoting or illegal materials is not permitted).
  - ii. Accessing, viewing, or altering any official record or file of the school or district
  - iii. Sending or displaying offensive messages or pictures.
  - iv. Using obscene language.
  - v. Harassing, insulting or attacking others.
  - vi. Damaging computers, computer systems, computer networks and furniture/fixtures in the computer lab or classroom.
  - vii. Violating copyright laws.
  - viii. Using the accounts and/or passwords of other users.
  - ix. Trespassing in the folders, work or files of other users
    - x. Intentionally wasting computer system resources
    - xi. Using the network for commercial purposes
  - xii. Transmitting or sharing of student or district staff home addresses, phone numbers, or other private information
  - xiii. Any activity that violates a school policy, district policy, or local, state or federal law is forbidden
  - xiv. Allowing others who have not filed a proper agreement with the district access to Avant School's technology through your user name/password or allowing others who have not filed a proper agreement with the district access to computer equipment under your control.
  - xv. Allowing students access to game and chat sites without explicit teacher permission for curriculum purposes is banned. (Games on Yahoo and

other similar online communities that enable or allow real-time interaction with other individuals are specifically forbidden at all times)

#### 8. Warranties

- a. The Avant School District and the Oklahoma State Department of Education make no warranties of any kind, whether express or implied, for the computer/Internet services provided. The Avant School District and the Oklahoma State Department of Education will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, error, or omissions. Use of any information obtained via Avant School District or the Oklahoma State Department of Education's computer network is at the user's own risk. The Avant School District is not responsible for the accuracy or quality of the information obtained.

#### 9. Security

- a. Security on any computer system is a high priority, especially when the system involves many users. If you believe you can identify a security problem on the Internet you must notify your administrator who will notify a system administrator.
- b. Do not demonstrate any problem you find to any other user. Notify your administrator.
- c. Do not use another individual's system account (see prohibitions above)
- d. Attempts to log in to computers as a system administrator will result in the cancellation of your user privileges
- e. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Avant School's computers

#### 10. Vandalism

- a. Vandalism will result in cancellation of privileges.
  - i. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet information, or do damage to any agencies or networks that are connected to the NSFNET Internet backbone. It also includes deliberate interference with the operation of the school's computer system, whether damage originates in the school or in some other location. This includes, but is not limited to the uploading or creation of computer viruses and other harmful computer programs.

#### 11. Acceptance of Terms and Conditions

- a. All terms and conditions as stated in this document are applicable to the Avant School District, the Oklahoma Department of Education, in addition to NSFNET. These terms and conditions reflect the entire agreement of the parties and supersede all prior and oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

#### 12. Illegal Use of E-Mail Messaging

- a. According to Oklahoma law, it shall be unlawful for a person to initiate an electronic mail message that the sender knows, or has reason to know, does any of the following.

- i. Misrepresents any information in identifying the point of origin or the transmission path of the electronic mail message
  - ii. Does not contain information identifying the point of origin or the transmission path of the electronic mail message or
  - iii. Contains false, malicious, or misleading information that purposely or negligently injures a person.
- b. It shall also be unlawful for any person to sell, give, or otherwise distribute with intent to sell, give, or distribute software that is primarily designed as follows
  - i. For the purpose of facilitating the falsification of electronic mail transmission information or other routing information
  - ii. Has only limited commercially significant purpose or use other than to facilitate the falsification of e-mail transmission information or other routing information
  - iii. Is marketed by that person or another acting with (and with the person's knowledge) for use in facilitating falsification of e-mail transmission information or other routing information.

### 13. Agreement

- a. All users of Avant Schools computers and networking systems will execute a user agreement found in the Internet section of the Avant Student Handbook
- b. Using or allowing another to use Avant School's computers and networking systems without that person having previously executed the proper user agreement is grounds for disciplinary actions including dismissal

## **SECTION I: INTERNET INSTRUCTION AS AN ALTERNATIVE TO CLASSROOM INSTRUCTION**

Pursuant to state law and State Department of Education regulations, the Avant Board of Education may, at its discretion, offer web-based and/or two-way interactive video instruction as a means to expand the district's course offerings. The Board of Education shall determine courses and grant credit for internet-based instruction.

Students taking such courses shall be subject to all State Department of Education regulations concerning the courses, including but not limited to the requirement to participate in all assessments required by the Oklahoma School Testing Program. Test results for students enrolled in Internet-based courses shall be disaggregated and reported.

### 1. Types of Internet Instruction

- a. Synchronous instruction occurs when the instructor and student's primary interactions are in real time and requires real time interaction between the student(s) and instructor as the primary format of instruction.
- b. Asynchronous instruction is not dependent on the instructor and student(s) interaction in real time. It allows the student to engage in learning activities anywhere at any time.
- c. Web-based instruction uses the World-Wide-Web as the primary medium of instruction with a computer serving as the primary tool of instruction.
- d. Two-way interactive video instruction provides for real time interaction between student(s) and the instructor by means of an electronic medium that provides for



both audio and video signal. Students and the instructor may see and hear each other in an approximation of real time.

2. Oversight

- a. A certified teacher shall be designated by the principal as the contact person to assist students in enrolling online. The teacher shall serve as a liaison to the online teacher/provider. The number of students each teacher may supervise in compliance with state law shall include web-based students. Such teachers shall be provided in-service training in methodology and technical aspects of distance learning.
- b. The teacher so designated as the contact person shall monitor student progress, graded assignments, and testing of the Internet courses. If the final grade is assigned by any teacher other than an employee of the school district, the grade and credit shall be review and accepted or adjusted by a committee of the distract contact teachers, the counselor, and the principal or his/her designee

3. Eligibility for Internet Enrollment

- a. Only regularly enrolled students of this district shall qualify for such course credit except as stated below. Students enrolling in Internet courses shall be full-time students unless designated as suspended students or as dropout students

4. Privacy

- a. Local school board policies addressing student information and privacy as will as FERPA law shall apply to students who take courses online.
- b. District aggregated data of such courses shall not identify any students by name. All federal and state statutes pertaining to student privacy, copyright, FCC rules and related regulations must be followed at all times.

5. Parent Involvement

- a. Contract agreements between the school district and parents of students participating in alternative instructional delivery system courses shall be established prior to the beginning of instruction. Parents shall be provided a copy of this policy and any related school board policy before signing the contract. The parent shall agree to accept the terms of this policy and agree to accept the responsibility for course cost and equipment. The parent should also sign that he/she understands the grading criteria, the need for the student to maintain school attendance, whether Internet based or regular school, and the need for the student to complete the course in a specified length of time. The parent must agree, to the extent he/she is able, to see that the student follows the rules and laws concerning Internet usage and the policies of this school district.

6. Fees

- a. A schedule of any applicable fees for Internet-based instruction will be available in the office of the Superintendent. It is understood that the District shall not be liable for payment of any fees or charges for any Internet-based course for a student who has not complied with the District's policies and procedures.

7. Public Hearing

- a. There will be a public hearing concerning this policy upon discussion, adoption or revision of this policy. At this hearing the board will inform the public of the web-filtering program being utilized by the district.
  - i. "ShelterBelt" from TwoTrees for the current school year.

## **SECTION J: NURSING SERVICES**

In compliance with HB-1017, each school shall provide for a nurse in the event that one is needed. The Avant School response to this legislation is as follows.

1. For the day-to-day minor medical needs, our school secretary shall have written permission to administer non-aspirin pain reliever, and provide band-aids for minor cuts and scrapes.
2. The school has access to First Responders in our community. These first responders have received extensive medical training, and may provide fast medical attention as needed.
3. The school has on call a licensed registered nurse who can respond quickly to medical emergencies that require more care
4. The First Responders are:

Avant Fire Department  
918/263-2600

## **SECTION K: SCHOOL COUNSELOR**

In compliance with HB-1017, the Avant School shall provide counseling services for its students. The principal/superintendent shall be the first line of counseling when a teacher, parent, or staff member recommends a student for counseling.

1. Counseling services are provided on a part-time basis

## **SECTION M: CLOSED CAMPUS**

Avant School is a closed campus. Students may not leave school unless their parent or guardian signs them out at the school office

## **SECTION N: TRANSFER POLICY**

It is the policy of the Avant Public School to enforce district boundaries to insure the stability of this school for all children. Regular transfers, as well as emergency transfers, are not granted as a matter of practice. The Avant School Board directs the superintendent to protest any violation of school district boundaries. Exceptions may be granted for Special Education and disciplinary facilities.

This policy is limited by the Oklahoma Education Open Transfer Act". **(70-8-101.1)**

## **SECTION O: EMERGENCY TRANSFER POLICY**

Any student that resides in a school district that does not offer the grade that the student is entitled to pursue, shall be allowed to transfer to a (receiving) school district inside or outside

of the transportation area in which the student resides that does not off the grade the student is entitled to pursue.

A student is limited to one transfer pursuant to this section. Thereafter, a student may apply for any other kind of transfer for which the student is eligible according to the Education Open Transfer Act.

## **SECTION P: SAFE AND HEALTHY SCHOOL COMMITTEES POLICY**

The Avant Board of Education hereby declares its concern for the safety and health of district employees and students. It is the intent of this policy that staff, students and parents must work together to provide a safe and secure and healthy learning environment. Therefore, no later than October 1<sup>st</sup> of each year each school site shall establish a Safe School Committee to be composed of at least 3 members. The committee shall be composed of an equal number of teachers, parents of children affected, and students. The Safe School Committee shall study and make recommendations to the principal regarding:

1. Unsafe conditions
2. Possible strategies for students to avoid harm at school
3. Student victimization
4. Crime prevention
5. School violence
6. Other issues that prohibit the maintenance of a safe school
7. Professional development needs

Each public school is required to establish a Healthy and Fit School Advisory Committee, to be composed of at least three members. The advisory committee may be composed of teachers, administrators, parents of students, health care professionals, students and business community representatives.

The Healthy and Fit Advisory Committee may be combined with the Safe School Committee as determined by the site principal

Each Healthy and Fit Advisory committee shall study and make recommendations to the school principal regarding

1. Health Education
2. Physical Education and Physical Activity; and
3. Nutrition and Health Services

Policy first adopted by the Avant Board of Education, March 2005

## **SECTION Q: PROFICIENCY BASED TESTING/PROMOTION**

The State Board of Education shall prescribe, adopt and approve a promotion system based on the attainment by students of specified levels of competencies in each area of the core curriculum.

Proficiency based testing for Avant Public School can be requested anytime during the school year. Proficiency based promotion is a means for a student who can demonstrate mastery of State competencies on a written proficiency exam to be moved forward by subject, course, and/or grade. Students in grades 1-12 are eligible for testing in one or more of the content curriculum areas. A student must score at a level of 90% or above on any test to be considered for proficiency based promotion. Additional means of assessment will also be evaluated and options for advancement will be decided by an educational team. The team will consist of the student's parent or guardian, teacher, counselor, administrator, and other appropriate personnel appointed by the school. The Osage County Interlocal Cooperative only provides the testing and scoring and does not determine promotion.

In order to initiate the process, a written request from a parent, student, or teacher must be submitted to the school's administration office. Testing will be provided by the OCIC. Due to the small enrollment of the OCIC member districts, testing will be scheduled as needed. The school administrator will contact OCIC personnel to arrange the testing place and time.

#### Procedures

1. School requests OCIC to provide the test for the student
2. The appropriate test is mailed to the district to be administered by the school counselor or other assigned certified staff, or arrangements are made for the student to take the test(s) at the OCIC office.
3. The test is then returned with the student response sheet to be scored by the OCIC.
4. The results are mailed to the district for consideration in the determination of promotion by the school committee

**First adopted by the Avant Board of Education, March, 2005**

#### **SECTION R: MOMENT OF SILENCE**

The Avant Board of Education instructs that all schools within the district observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

The Attorney General of the State of Oklahoma is authorized to intervene in any legal proceeding to enforce the provisions of the act that requires the minute of silence. The Attorney General of the State of Oklahoma shall represent any school district or employee named as a defendant in any proceeding to enforce the provisions of this act. Within five days of receiving service of summons employees/districts should notify the Attorney General of the pendency of the action.

**First adopted by the Avant Board of Education, March, 2005**

## SECTION S: AVANT PUBLIC SCHOOL DISTRICT WELLNESS POLICY

### Purpose:

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full potential, full physical and mental growth, and lifelong health and well-being. Healthy eating and physical activity, essential for a healthy weight, are also linked to reduced risk for many chronic diseases. Schools have a responsibility to help students learn, establish, and maintain lifelong healthy eating and activity patterns. Well-planned and effectively implemented school nutrition and fitness programs have been shown to enhance students' overall health, as well as their behavior and academic achievements in school. Staff wellness also is an integral part of a healthy school environment since school staff can be daily role models for healthy behaviors.

### Goal:

All students in Avant Public School shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices for a lifetime. All staff in Avant Public School are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, the Avant Public School district adopts this wellness policy with the following commitments to nutrition, nutrition education, physical activity, and other school-based activities that support student and staff wellness.

#### 1. Nutrition Guidelines for all Foods Available on Campus

### School Meals

Meals served through the National School Lunch and Breakfast Programs will:

#### A. School Meals

- a. Meals served through the National School Lunch and Breakfast Programs will:
  - i. Per USDA Regulations §210.10 and §210.8, school lunches and breakfasts will meet menu-planning system guidelines as required by USDA.
  - ii. Per USDA Regulation §210.10, school lunches will provide 1/3 of the recommended dietary allowances (RDA) for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA;
  - iii. Per USDA Regulation §220.8, school breakfasts will provide ¼ of the RDA for calories, protein, calcium, iron, vitamin A, and vitamin C as required by USDA;
  - iv. Per USDA Regulations §210.10 and §220.8, the total calories from fat in school meals will be limited to 30 percent when averaged over one week;
  - v. Per USDA Regulations §210.10 and §220.8, the total calories from saturated fat in school meals will be less than 9.9 percent when averaged over one week;
  - vi. Per USDA Regulations §210.10 and §220.8, school meals will meet the Dietary Guidelines for Americans

- vii. Fruits and/or vegetables will be offered daily at all points of service. Fruits and vegetables should be fresh whenever possible. Frozen and canned fruits should be packed in natural juice, water, or light syrup.
  - viii. Students will be offered a variety of low-fat milk, meat and beans, fruits and vegetables and whole grains on a daily basis.
- b. Breakfast
  - i. To ensure that all children have breakfast, either at home or at school, in order to meet their nutritional needs and enhance their ability to learn, Avant Public School will:
    - 1. Operate the School Breakfast program to the extent possible;
    - 2. Notify parents and students of the availability of the breakfast program.
- c. Free and Reduced-Priced Meals
  - i. Avant Public School will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. Toward this end, Avant Public School may:
    - 1. Utilize an electronic identification and payment system
    - 2. Promote the availability of school meals to all students
- d. Meal Times and Scheduling
  - i. Avant Public School:
    - 1. Will provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch;
    - 2. Should schedule meal periods at appropriate time, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
    - 3. Consider scheduling lunch periods to proceed recess periods in elementary schools
    - 4. Will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
- e. Qualification of School Food Service Staff
  - i. Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, Avant Public School will:
    - 1. Provide continuing professional development for all nutrition professionals in schools; and
    - 2. Provide staff development programs that include appropriate certification and/or training programs for child nutrition directors, school nutrition managers and cafeteria workers, according to their levels of responsibility.
- f. Sharing of Foods
  - i. Avant Public School should discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
- g. Other Food Items Sold on School Campuses (e.g., vending, a la carte, sales)
  - i. Per USDA Regulation §210, Appendix B, foods of minimal nutritional value are prohibited from being sold or served during

- student meal services in the food service area where USDA reimbursable meals are served or eaten;
- ii. Per the Child Nutrition and WEC Reauthorization Act of 2004, beverage contracts will not restrict the sale of fluid milk products at any time during the school day or at any place on the school premises.
  - iii. Nutrient-rich food items will be available for sale at all places where food and beverages are sold on school campuses. This includes the cafeteria, vending machines, school stores, and concession stands. The district will follow the recommended food items specified in **Healthy Snack Choices** provided by the OSDE
  - iv. High-energy drinks with elevated levels of caffeine will not be available for sale anywhere on school campus.
- h. Avant Public School Elementary schools:
- i. The school food service program will approve and provide all food and beverage sales to students in elementary schools. To this end:
    - 1. Foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits and non-fried vegetables.
- i. Beverages
- i. Allowed
    - 1. Water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50 percent fruit juice and do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally equivalent nondairy beverages (as defined by the USDA)
  - ii. Not allowed
    - 1. Soft drinks containing caloric sweeteners; sports drinks; fruit-based drinks that contain less than 50 percent real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine)
- j. Foods sold as individual items.
- i. Avant Public School, through its nutrition program does not sell snack foods.
- k. Snacks
- i. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Avant Public School will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel and parents
- l. Rewards
- i. Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior,

and will not withhold food or beverages (including food served through school meals) as a punishment.

m. School-Sponsored Events

- i. Optional foods and beverages that meet meal standards will be offered for sale at school-sponsored events outside the school day. Those optional items will meet the nutrition standards for meals or for foods and beverages sold individually.

n. Food Safety

- i. All foods made available on campus adhere to food safety and security guidelines
  1. All foods made available on campus comply with the state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points plans and guidelines are implemented to prevent food illness in schools.
  2. For the safety and security of the food and facility, access to the food service operations are limited to child nutrition staff and authorized personnel. For further guidance, see the USDA food security guidelines. This policy suggestion is from the School Nutrition Association

B. Nutrition Education

- a. Per USDA Regulations §210.12 and §227, nutrition education is offered in the school cafeteria as well as in the classroom.
- b. Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding health education, nutrition, and health services

C. Physical Activity

a. Daily Physical Education

- i. Per Oklahoma Senate Bill 1627, the Healthy and Fit School Advisory Committee at each school site will study and make recommendations regarding physical education and physical activity.
- ii. Per Oklahoma Senate Bill 312 (effective school year 2006-2007), students in grades K through 5 will participate in 60 minutes of physical activity each week.

D. Other School-Based Activities the Promote Student Wellness

- a. Per Oklahoma Senate Bill 1627 each school site will establish a Healthy and Fit School Advisory Committee that meets and makes recommendations to the school principal. The school principal shall give consideration to recommendations made by the Healthy and Fit School Advisory Committee.
- b. Per the school district's Child Nutrition Programs Agreement, school meals may not be used as a reward or punishment
- c. Per USDA Regulations §210.12 and 227, students and parents will be involved in the NSLP. Parent and student involvement will include menu-planning suggestions, cafeteria enhancement, program promotion, and other related student-community support activities.
- d. Students will be provided with a clean, safe, and enjoyable meal environment.



- e. Students will be provided with an adequate amount of time to eat breakfast and lunch. A minimum of 10 minutes will be provided at breakfast and 20 minutes at lunch (after students receive their trays).
  - f. Recess before lunch may be implemented at elementary schools in order to increase food consumption and nutrient intake, decrease plate waste, and improve cafeteria and classroom behavior.
  - g. The sale of candy as a fundraiser is discouraged.
  - h. Classroom teachers and administrators should not use candy or sweets as a reward.
  - i. Integrating Physical Activity into Classroom Settings
    - i. For students to receive the nationally recommended amount of daily activity (i.e., at least 120 minutes per day) and for students to fully embrace regular physical activity as personal behavior, students need opportunities for physical activity beyond physical education class Avant Public School will:
      - 1. Seek opportunities for physical activity to be incorporated into other subjects' lessons;
      - 2. Encourage classroom teachers to provide short physical activity breaks between lessons or classes, as appropriate
  - j. Communication with Parents
    - i. The Avant Public School will support parents' efforts to provide a healthy diet and daily physical activity for their children. The district will:
      - 1. Encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the national nutrition standards for individual foods and beverages
      - 2. Support parents' efforts to provide their children with opportunities to be physically active outside of school
  - k. Food Marketing in Schools
    - i. School-based marketing will be consistent with the overall nutrition education and health promotion goals of the district.
      - 1. Limit food and beverage marketing to the feature foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually
      - 2. Promote healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products
- E. Plan for Measuring Implementation
- a. Monitoring
    - i. The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policy.

**Wellness policy adopted July 10, 2006**

**Revised: December 11, 2008**

## SECTION T: AVANT PUBLIC SCHOOL STUDENT RECORDS POLICY

### I. Introduction

- a. This policy and the procedures included with it are designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA), and Avant School District is committed to implementing the policy and following the procedures.
- b. The Board of Education authorizes the Superintendent of Schools to inform parents, students and the public of the policy and to exercise his/her administrative resources to implement the policy as well as to deal with individuals who violate it.
- c. If a parent of a student, an eligible student or a citizen, of the Avant Public School District believes the District is violating the FERPA, that person has a right to file a complaint with the Department of Education. The address is:

The Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202-5920

Telephone (202)260-3887

### II. Definitions

- a. For the purpose of this policy, the Avant Public School has used the following definitions of terms:
  - i. Student -any person who attends or has attended a program of instruction sponsored by the Education of the Avant School District and for whom it maintains education records.
  - ii. Eligible Student -A student or former student who has reached age 18 or is attending a postsecondary school
  - iii. Parent -either natural parent of a student, (unless his or her rights under the FERPA have been removed by a court order), a guardian or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
  - iv. Education records -any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other medium) maintained by the Avant School District, an employee of the District or an agent of the District, which is directly related to a student and maintained by the Avant School District or by a party acting for the Avant School District, except:
    1. A personal record kept by the school staff member that meets the following tests:
      - a. It was made as a personal memory aid;
      - b. It is in the personal possession of the individual who made it; and
      - c. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.

2. Records of a law enforcement unit of the Avant School District, but only if education records maintained by the Avant School District are not disclosed to the unit, and law enforcement records are:
  - a. Maintained separately from education records;
  - b. Maintained solely for law enforcement purposes; and
  - c. Disclosed only to law enforcement officials of the same jurisdiction.
3. An employment record that is used only in relation to a student's employment by the Avant School District. (Employment for this purpose does not include activities for which a student receives a grade or credit in a course.)
4. Records on an eligible student, that are:
  - a. Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
  - b. Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program that are part of the program of school instruction); and
  - c. Disclosed only to individuals providing the treatment.
5. Alumni records that relate to the student after he or she no longer attends classes provided by the Avant School District, and records do not relate to the person as a student.
- v. Personally identifiable information -Any data or information that make the subject of a record known. This includes the student's or family's address, the student's social security number, a student number, a list of personal characteristics or any other information that would make the student's identity easily traceable.
- vi. Dates of Attendance
  1. The period of time during which a student attends or attended an educational agency or institution i.e. academic year, spring semester, or first quarter.
  2. Term does not include specific daily records of a student's attendance.

### III. Annual Notification

- a. Within the first three weeks of each school year, the Avant School District will publish in the local newspaper of general circulation in the area notice to parents and eligible students of their rights under the FERPA and this policy. The District will also send home with each student a bulletin listing these rights.
- b. The notice will include the following:
  - i. The right of a student's parents and eligible student to inspect and review the student's education records.
  - ii. The intent of the Avant School District to limit the disclosure of information contained in a student's education records except (1) by the

- prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA and the criteria limited circumstances, as permitted by the FERPA and the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest, for purposes of disclosure.
- iii. The right of a student's parent or an eligible student to seek to correct parts of the student's education record that he or she believes to be inaccurate, misleading or in violation of student privacy rights and the procedure for requesting amendment of records.
  - iv. The right of any person to file a complaint with the U.S. Department of Education, if the Avant School District violated the FERPA.
  - v. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.
- c. The district will arrange to provide translations of this notice to non-English speaking parents in their native language and to effectively notify parents or eligible students who are disabled.
  - d. All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

IV. Locations of Education Records

a.

<b>Types of Records</b>	<b>Location of Records</b>	<b>Custodian</b>
Cumulative School Records	Avant Public School District Office	Sharon Rasberry
Cumulative School Records (former students)	Avant Public School Office	Sharon Rasberry
Health Records	Avant Public School Office	Sharon Rasberry
Speech Therapy Records, Psychological Records Special Test Records	Avant Public School Counseling Office	Current teacher and Osage County Interlocal Co-op
School Transportation Records	Avant Public School Office	Sharon Rasberry
Occasional Records (Student Education records not identified above)	Avant Public School Office	Sharon Rasberry

V. Procedure to Inspect Education Records

- a. Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.
- b. Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from

locations other than a student's school, so they may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school principals will make every effort to accommodate their wishes.

- c. Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the record or records he or she wishes to inspect.
- d. The principal (or other custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).
- e. The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be complete in 45 days or less from the receipt of the request for access.
- f. If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the Avant School District will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records,
- g. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. The Avant School District is not required to give an eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

#### VI. Fees for Copies or Records

- a. The Avant School District will not deny parents or eligible students any rights to copies or records because of the following published fees. When the fee represents an unusual hardship, it may be waived in part or entirely by the record custodian. However, the District reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes. The District may deny copies of records (except for those required by the FERPA) in the following situations:
  - i. The student has an unpaid financial obligation to the school.
  - ii. There is an unresolved disciplinary action against the student that warrants the denial of copies.
- b. The FERPA requires the District to provide copies of records:
  - i. When the refusal to provide copies effectively denies access to the records by a parent or eligible student.
  - ii. At the request of the parent or eligible student when the District has provided the records to third parties by the prior consent of the parent or eligible student.
  - iii. At the request of the parent or eligible student when the District has forwarded the records to another school where the student seeks or intends to enroll.

- c. The fee for copies provided under the FERPA may not include the costs for search and retrieval. This fee will be from no cost to twenty-five cents per page. (Actual copying cost less hardship factor).
  - d. The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience will be from ten cents to thirty-five cents per page (actual search, retrieval and copying cost), plus postage, if that is involved.
- VII. Directory Information
- a. The Avant School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose
    - i. The student's name;
    - ii. The names of the student's parents;
    - iii. The student's address;
    - iv. The student's telephone listing;
    - v. The student's electronic mail address;
    - vi. The student's date and place of birth;
    - vii. The student's dates of attendance;
    - viii. The student's grade level (i.e., first grade, tenth grade, etc.);
    - ix. The student's participation in officially recognized activities and sports;
    - x. The student's degrees, honors and awards received;
    - xi. The student's weight and height, if a member of an athletic team;
    - xii. The student's photograph; and
    - xiii. The most recent educational agency or institution attended.
  - b. Within the first three weeks of each school year, the Avant School District will publish in a newspaper of general circulation in the area the above list or a revised list of the items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment.
  - c. After the parents or eligible students have been notified, they will have two weeks to advise the District in writing (a letter to the Superintendent of School's office) of any or all of the items they refuse to permit the District to designate as director information about that student.
  - d. At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.
- VIII. Use and disclosure of Student Education Records
- a. To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The Avant School District will use the following criteria to determine who are school officials. An official is:
    - i. A person duly elected to the School Board;
    - ii. A person certified by the state and appointed by the School Board to an administrative or supervisory position;

- iii. A person certified by the state and under contract to the School Board as an instructor;
  - iv. A person employed by the School Board as a temporary substitute for administrative, supervisory or instructional personnel for the period of his or her performance as a substitute;
  - v. A person employed by or under contract to the School Board to perform a special task such as secretary, a clerk, the School Board attorney or auditor for the period of his or her performance as an employee or contractor; or
  - vi. A person participating in a school service program or an official school committee.
- b. School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:
- i. Perform an administrative task required (a) in the school employee's position description approved the School Board, or (b) by participation in the school service program.
  - ii. Perform a supervisory or instructional task directly related to the student's education; or
  - iii. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement or student financial aid.
- c. The Avant School district will only release information from or permit access to a student's education with a parent or eligible student's prior written consent, except that the Superintendent of Schools or a person designated in writing by the Superintendent may permit disclosure:
- i. When a student seeks or intends to enroll in another school district or a postsecondary school. The District will make a reasonable attempt to notify the parent or eligible student at the last known address unless the disclosure was initiated by the parent or eligible student or the District's annual notification states that the District forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll. Parents and students have a right to obtain copies of records transferred under this provision;
  - ii. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the District;
  - iii. The parties who provide or may provide financial aid to a student to:
    - 1. Establish the student's eligibility for the aid;
    - 2. Determine the amount of financial aid;
    - 3. Establish the conditions for the receipt of the financial aid; or
    - 4. Enforce the agreement between the provider and the receiver of financial aid;
    - 5. If a state law adopted before November 19, 1974, allowed certain specific items of information to be disclosed in personally identifiable form from student records to state and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve the student whose records are released or if a state law adopted after November 19, 1974,

- allowed such information to be disclosed to state or local officials concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released;
6. When the Avant School District has entered into a written agreement or contract for an organization to conduct studies on the District's behalf to develop tests, administer student aid or improve instruction;
  7. To accrediting organizations to carry out their accrediting functions;
  8. To parents of eligible students if the parents claim the student as a dependent as defined by the Internal Revenue Code of 1954;
  9. To comply with a judicial order or lawfully issued subpoena. The district will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision so that the a parent or eligible student may seek protective action, unless the disclosure is in compliance with a Federal grand jury subpoena or other subpoena issued for a law enforcement purpose, and court or the information furnished in response to the subpoena not be disclosed; and
  10. If the disclosure is an item of directory information and the student's parent has not refused to allow the District to designate that item as directory information for that student.
- d. The Avant School District will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:
    - i. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other person;
    - ii. The information is necessary and needed to meet the emergency;
    - iii. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency; and
    - iv. Time is an important and limiting factor in dealing with the emergency.
  - e. Avant School District officials may release information from a student's education record if the student's parent or the eligible student gives his or her prior written consent for the disclosure. The written consent must include at least:
    - i. A specification of the records to be released;
    - ii. The reasons for the disclosure;
    - iii. The person or the organization or the class of persons or organizations to whom the disclosure is to be made;
    - iv. The parent or student's signature; and
    - v. The date of the consent and, if appropriate, a date when the consent is to be terminated.
  - f. The Student's parent or the student may obtain a copy of any records disclosed under this provision.
  - g. The Avant School District will not release information contained in a student's education records, except directory information, pursuant to court orders or lawfully issued subpoenas and as otherwise provided by state law concerning releases of information to state and local officials and authorities regarding the



juvenile justice system, to any third parties, except its own officials, unless those parties agree that the information will not be re-disclosed without the parent or eligible student's prior written consent.

- IX. Records or Requests for Access and disclosures Made From Education Records
- a. The Avant School District will maintain an accurate record of all requests for it to disclose information from or to permit access to a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of each student's cumulative school records. It will be available only to the record custodian, the eligible students, the parent of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.
  - b. The record will include at least:
    - i. The name of the person or agency that made the request;
    - ii. The legitimate interest the person or agency had in the information;
    - iii. The date the person or agency made the request; and
    - iv. Whether the request was granted, and if it was, the date access was permitted or the disclosure was made.
  - c. The District will maintain this record as long as it maintains the student's education record. The record will not include requests for access or access granted to parents of the student or to an eligible student, requests for access or access granted to officials or the Avant School District who have a legitimate educational interest in the student, requests for or disclosures of information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or the disclosure is authorized by such prior consent, for requests for or disclosure of directory information designated for that student, or for access by a party seeking or receiving the records by a Federal grand jury or other law enforcement subpoena, when the issuing court or agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
- X. Procedures to Seek to Correct Education Records
- a. Parent of students and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading or in violation of student rights. (NOTE: Under the FERPA, the District may decline to consider a request to change the grade a teacher assigns for a course.)
  - b. For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the District to correct a record.
  - c. To establish an orderly process to review and correct an education record for a requester, the District may make a decision to comply with the request for a change at several levels in the procedure.
  - d. First level decision -When a parent of a student or an eligible student finds an item in the student's education record which he or she believes is inaccurate, misleading or in violation of student rights, he or she should immediately ask the

- record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at his level, the method and result must satisfy the requester.
- e. If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, he or she will:
    - i. Provide the requester a copy of the questioned record at no cost;
    - ii. Ask the requester to initiate a written request for the change; and
    - iii. Follow the procedure for a second level decision.
  - f. Second level decision -The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:
    - i. Is inaccurate and why;
    - ii. Is misleading and why; or
    - iii. Violates student rights and why.
  - g. The request will be dated and signed by the requester.
  - h. Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who make the record or those who may have a professional concern about the District's response to the request), make a decision to comply or decline to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision.
  - i. If as a result of this review and discussion, the record custodian decides the record should be corrected he or she will affect the change and notify the requester in writing that he or she had made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.
  - j. If the custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the Superintendent of Schools.
  - k. Third level decision -The Superintendent of Schools will review the material provided by the record custodian and, if necessary, discuss the matter with other officials, such as the school attorney or the Board of Education ( in executive session). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the Superintendent will notify the requester in writing of the reasons for the delay and a date when the decision will be made.
  - l. If the Superintendent decides the record is correct, he or she will prepare a letter to the requester which will include:
    - i. The district's decision that the record is correct and the basis for the decision;
    - ii. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing:

- iii. Instructions for the requester to contact the Superintendent or an officer he or she designates, to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes.); and
    - iv. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.
- m. Fourth level decision -After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the Superintendent will, within a week, notify the requester when and where the District will hold the hearing and who it has designated as the hearing officer.
- n. At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record (second level).
- o. Within one week after the hearing, the hearing officer will submit to the Superintendent of Schools a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.
- p. The Superintendent of Schools will prepare the District's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent will take one of the following actions:
  - i. If the decision is that the District will change the record, the Superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
  - ii. If the decision is that the District will not change the record, the Superintendent will prepare a written notice to the requester, which will include:
    - 1. The District's decision that the record is correct and will not be changed;
    - 2. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision; and
    - 3. Advise the requester that he or she may place in the student's education record an explanatory statement that states the reasons he or she disagrees with the District's decision and/or the reasons he or she believes the record is incorrect
- q. Final administrative step in the procedure -When the Avant School District receives an explanatory statement from a requester after a hearing; it will

maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

## **SECTION U: TITLE I PARENT INVOLVEMENT POLICY**

Avant Public Schools agrees to implement the following statutory requirements:

1. The district will have activities and procedures for the involvement of parents in all of its schools with Title I programs. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children
2. The district will work with its schools to ensure that the required parental involvement policies and requirements are met and that the district parent compacts have been signed.
3. The district and its Title I program schools will provide opportunities for the participation of parents with limited English proficiency, parents with disabilities and parents of migratory children, including providing information and required school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
4. If the Title I program school improvement plan is not satisfactory to parents of participating children, the district will submit any parent comments to the State Department of Education (SDE).
5. The district and Title I program school sites will implement programs, activities and procedures in accordance with the following definition:
6. Parental involvement means participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities ensuring; a) that parents play an integral and meaningful role in assisting their child's learning ; b) that parents are encouraged to be actively involved in their child's education at school; c) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.
7. Implementation of Title I Parental Involvement Policy

### **1. Avant Public Schools will take the following actions to involve parents in the joint development of the Title I parental involvement policy:**

The Title I Committee (which includes parents) will review the policy at the site level. Suggestions and/or concerns will be considered for possible policy modification. The Title I parental involvement policy will be reviewed at the District Title I Committee meeting.

The policy will be posted on the district web site with a link for parents to respond to the Director of Special Projects regarding suggestions.

### **2. Avant Public Schools will take the following actions to involve parents in the process of Title I school review and improvement:**

Parents will serve on applicable site and district committees.

District and school report cards will be distributed to each family.

Parents will receive individual student assessment reports regarding their child's mastery of student achievement mandates.

The district will build an effective communication partnership with the parent regarding their child's school and teacher. This will include qualifications of each teacher, academic initiatives, available programs, and federal mandates.

**3. Avant Public Schools will coordinate and integrate parental involvement strategies under the following programs: Oklahoma Parents as Teachers (OPAT), 4-Year Old Program.**

**4. The district will schedule a meeting annually to review and evaluate the parental involvement policy. Parent representatives will be invited from each Title I program school.**

**5. Avant Public Schools will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:**

A. The District will with the assistance of its Title I program schools, provide assistance to parents of children served by the school district or school as appropriate, in understanding topics such as the following:

- Oklahoma state academic content standards

- Oklahoma state student academic achievement standards

- Oklahoma state and local academic assessments, including alternative assessments

- Title I, Part A requirements

- How to monitor their child's progress

- How to work with educators

The assistance may be provided through the distribution of monthly newsletters, during scheduled parent conferences, distribution of brochures, and/or district web site.

B. The district will, with the assistance of its Title I program schools, provide materials and assistance to help parents work with their children to improve their children's academic achievement with various activities and reading support.

## SECTION W: ASBESTOS HAZARD POLICY



**Avant Elementary School**  
**1<sup>st</sup> and Cherokee Street**  
**P.O. Box 9**  
**Avant, Oklahoma 74001**  
Phone: 918/263-2135  
Fax: 918/263-2143

## ANNUAL NOTIFICATION FOR PARENTS, TEACHERS AND EMPLOYEES

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management Plan documenting these inspections is on file for public review. Upon request and/or appointment, you may view the plan that is located at the superintendent's office.

## Employee Computer/Internet Use Form

Employee's Name (PLEASE PRINT):

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I \_\_\_\_\_ do / \_\_\_\_\_ do not consent to the use restrictions on school computers under the terms and conditions set forth in the employee handbook. All persons, regardless of age, must have a signed use agreement in place in order to access the school's computers. Minors must submit the student's and parent's signatures on the Avant Public School's Internet Use Policy found on page 39 of the 2011-2012 Student Handbook

Employee's Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_